



FREE RESOURCE · TEMPLATE

Safety Communication Acknowledgement Sheet

For Caribbean hospitality workforce teams

Track whether a safety notice reached the people who needed it and who still requires follow-up.

How to use this resource

1 Confirm what applies

Map the resource to the employee's role, property services and the current requirements in your jurisdiction.

2 Use real roles and people

Assign training, credentials and follow-up to identifiable people or accountable roles.

3 Keep the evidence

Record where the induction, certificate, attendance record or supporting document can be retrieved.

4 Review exceptions

Focus management attention on missing, overdue, expiring or unacknowledged items.

5 Recheck after change

Review readiness when somebody joins, changes role, returns after a long absence or takes on an emergency responsibility.

IMPORTANT

Training, credential and employment requirements vary by jurisdiction and role. Verify current local law, regulator requirements, insurer conditions and company policy before use.

Safety Communication Acknowledgement Sheet

Track whether a safety notice reached the people who needed it and who still requires follow-up.

NOTICE / UPDATE	ISSUED	APPLIES TO	STAFF MEMBER	ACKNOWLEDGED	DATE	FOLLOW-UP OWNER	NOTES

A staff file is not the same as workforce readiness.

CaribSafe People helps make the gaps visible.

CaribSafe People connects induction, training, workforce credentials, safety communications and staff-safety follow-up so managers can see what needs attention across the property.

[Book a 20-minute walkthrough](#)