



FREE RESOURCE · WORKSHEET

Staff Safety Incident Follow-Up Form

For Caribbean hospitality workforce teams

Connect the initial staff-safety event to support, operational action, evidence, follow-up and verified closure.

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.

Staff Safety Incident Follow-Up Form

Connect the initial staff-safety event to support, operational action, evidence, follow-up and verified closure.

Staff member / role

Incident date / time

Location

Immediate support / medical response

Factual incident summary

Immediate hazard control

Manager / People lead notified

Evidence / witness information

Work adjustments / welfare follow-up

Corrective action owner

Due date

Follow-up review

Closure / verification

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](#)