

FREE RESOURCE · TEMPLATE

Management Safety Review Pack

For Caribbean hospitality teams

Give the General Manager a compact monthly view of open risks, overdue actions, incidents, near misses, training gaps and recurring safety concerns.

WHAT'S INSIDE

- Monthly KPI review
- Overdue actions
- Training / readiness gaps
- High-risk items
- Incident trends
- Management decisions

How to use this template

Use this as a management aid alongside the requirements, procedures and risk method that apply to your property.

- 1 **Set the review period**
Use a consistent monthly cut-off and bring forward unresolved items.
- 2 **Review leading indicators**
Look at hazards reported, near misses, walkthroughs, training and corrective-action completion.
- 3 **Review serious exposure**
Surface high-priority risks, significant incidents and overdue actions first.
- 4 **Record decisions**
Capture what management decided, who owns it and when it will be revisited.
- 5 **Share and follow through**
Communicate relevant learning and carry actions into the next review.

Who this is for. General Managers, Operations Managers, safety/compliance leads, department heads and property managers across Caribbean hospitality.

IMPORTANT

Occupational safety, risk assessment, incident reporting and recordkeeping requirements differ by jurisdiction. OSHA references are US good-practice context only. Verify locally before use.

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REVIEW AREA	CURRENT MONTH	PREVIOUS MONTH	TREND / CONCERN	MANAGEMENT DECISION	OWNER	DUE	EVIDENCE / LINK	STATUS
Open corrective actions	[Count]	[Count]	[Trend]	[Decision]	[Role]	[Date]	[Location]	[Status]
Overdue corrective actions	[Count]	[Count]	[Trend]	[Decision]	[Role]	[Date]	[Location]	[Status]
Incidents / injuries	[Count]	[Count]	[Trend]	[Decision]	[Role]	[Date]	[Location]	[Status]
Near misses / close calls	[Count]	[Count]	[Trend]	[Decision]	[Role]	[Date]	[Location]	[Status]
Safety observations / hazards	[Count]	[Count]	[Trend]	[Decision]	[Role]	[Date]	[Location]	[Status]
Required training gaps	[Count]	[Count]	[Trend]	[Decision]	[Role]	[Date]	[Location]	[Status]
High-priority risks	[Count]	[Count]	[Trend]	[Decision]	[Role]	[Date]	[Location]	[Status]
Recurring issues under review	[Count]	[Count]	[Trend]	[Decision]	[Role]	[Date]	[Location]	[Status]

Finding the issue is a start. CaribSafe keeps the follow-through visible.

Connect risks, incidents, corrective actions, owners, due dates and evidence so management can see what still needs attention and what has actually been verified.

[Book a 20-minute walkthrough](#)

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