

FREE RESOURCE · WORKSHEET

Near-Miss Review Form

For Caribbean hospitality teams

Capture a close call while the facts are fresh, identify contributing conditions and turn the learning into preventive action.

WHAT'S INSIDE

- Factual event record
- Contributing factors
- Preventive actions
- Potential consequence
- Immediate controls
- Learning and follow-up

How to use this worksheet

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

- 1 **Describe the situation**
Record the activity, event or observation factually and identify who or what may be affected.
- 2 **Use the approved method**
Apply the property or jurisdiction's approved assessment and reporting approach.
- 3 **Identify controls and gaps**
Separate controls already in place from further action that is still required.
- 4 **Assign follow-up**
Give the action to a named role, due date and evidence location.
- 5 **Verify and review**
Check that the action was implemented and that the original issue is controlled.

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.

Near-Miss Review Form

Capture a close call while the facts are fresh, identify contributing conditions and turn the learning into preventive action.

DATE / TIME

[Complete here]

LOCATION

[Complete here]

REPORTED BY

[Complete here]

WHAT HAPPENED - FACTUAL ACCOUNT

[Complete here]

WHAT COULD REASONABLY HAVE HAPPENED

[Complete here]

PEOPLE / EQUIPMENT INVOLVED

[Complete here]

IMMEDIATE ACTION TAKEN

[Complete here]

HAZARDS IDENTIFIED

[Complete here]

CONTRIBUTING CONDITIONS

[Complete here]

PROCEDURE / TRAINING / EQUIPMENT FACTORS

[Complete here]

WHY DID THOSE CONDITIONS EXIST?

[Complete here]

CORRECTIVE / PREVENTIVE ACTION

[Complete here]

OWNER

[Complete here]

DUE DATE

[Complete here]

EVIDENCE

[Complete here]

LEARNING TO COMMUNICATE

[Complete here]

VERIFIED CLOSED BY / DATE

[Complete here]

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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