

FREE RESOURCE · WORKSHEET

# Safety Observation Card

For Caribbean hospitality teams

A quick, non-blaming way for staff and managers to record a hazard, safe practice or improvement opportunity and make follow-up visible.

---

## WHAT'S INSIDE

- Simple observation record
- Immediate control
- Action ownership
- Positive or unsafe condition
- Photo / evidence field
- Feedback and closure

## 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.

## Safety Observation Card

A quick, non-blaming way for staff and managers to record a hazard, safe practice or improvement opportunity and make follow-up visible.

DATE / TIME

[Complete here]

AREA

[Complete here]

OBSERVER / OPTIONAL IDENTIFIER

[Complete here]

OBSERVATION TYPE - HAZARD / SAFE PRACTICE / IMPROVEMENT

[Complete here]

WHAT WAS OBSERVED

[Complete here]

WHO OR WHAT COULD BE AFFECTED

[Complete here]

IMMEDIATE CONTROL TAKEN

[Complete here]

PHOTO / EVIDENCE REFERENCE

[Complete here]

ACTION REQUIRED

[Complete here]

OWNER

[Complete here]

DUE DATE

[Complete here]

FEEDBACK TO REPORTER / TEAM

[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](#)

WEB  
[caribsafe.com](https://caribsafe.com)

EMAIL  
[\[hello@caribsafe.com\]](mailto:hello@caribsafe.com)

PHONE  
[\[phone\]](#)

### MORE FREE RESOURCES

Compliance · Food Safety · People · Hurricane  
Readiness · Staff Safety · [caribsafe.com/resources](https://caribsafe.com/resources).

### SHARE THIS

Free to copy, print and circulate unchanged with this page intact. Please don't resell it or strip attribution.