



FREE RESOURCE · WORKSHEET

Off-Property Work Journey Form

For Caribbean hospitality staff safety

Record the work purpose, destination, expected timing, contact route and escalation arrangements for an off-property duty.

How to use this resource

1 Assess the work

Identify where the employee works, whether they are alone, what could go wrong and how quickly help could arrive.

2 Agree the contact method

Choose a practical check-in, radio, phone or alarm process and make sure the employee knows how it works.

3 Set the escalation trigger

Decide what a missed check-in, overdue journey or raised alert means before it happens.

4 Protect privacy

Collect only the safety information needed for the purpose and follow the privacy/employment rules that apply locally.

5 Review incidents and near misses

Use what actually happens to improve staffing, training, routes, supervision and emergency procedures.

IMPORTANT

This resource supports staff-safety planning. It does not replace risk assessment, training, supervision, emergency services or the employment, privacy and occupational-safety requirements that apply locally.

Off-Property Work Journey Form

Record the work purpose, destination, expected timing, contact route and escalation arrangements for an off-property duty.

Staff member / role

Work purpose

Destination / site

Departure time

Expected arrival

Expected return

Transport method

Work contact / host

Supervisor

Check-in arrangement

Known journey / site concerns

Emergency / escalation contact

Return confirmed

Exception / follow-up

Technology supports the safety process. It does not replace it.

CaribSafe connects SOS, journey tracking, safety check-ins, Trusted Contacts and incident visibility with the wider operational processes your team already needs.

[Book a 20-minute walkthrough](#)