



FREE RESOURCE · WORKSHEET

Trusted Contact Setup Guide

For Caribbean hospitality staff safety

Help staff choose and brief trusted contacts, keep details current and understand what the contact can and cannot do.

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.

Trusted Contact Setup Guide

Help staff choose and brief trusted contacts, keep details current and understand what the contact can and cannot do.

Trusted contact name

Relationship

Primary phone

Backup contact method

Contact knows they are listed

Contact understands expected role

Staff has explained work / journey context

Emergency services remain the correct route for immediate danger

Location sharing / privacy explained where used

Details review date

Backup trusted contact

Employee acknowledgement

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](#)