

AI Prompt Planning

Worksheet for Safety Professionals

Draft > Review > Challenge > Verify > Revise

Task / project: _____ Date: _____

Prepared by: _____ Intended reviewer: _____

1 Define the work

Context: audience, operation, location / jurisdiction, equipment, and purpose:

Role and task: what assistance is needed, and what will a useful result do?

2 Provide sources and boundaries

Approved inputs: source title / version / date / exact section or page:

Constraints: scope, site facts, company requirements, and excluded decisions:

Use approved tools and permitted information. Remove unnecessary identifiers. Confirm authorization before sharing restricted workplace information.

3 Specify output and uncertainty

Output: format, length, audience language, and required fields:

Missing information: questions to ask / assumptions to label / items to verify:

4 Assemble the prompt

Assist as [role]. Using [approved sources], [task] for [audience and context]. Follow [constraints]. Return [format]. Do not invent facts or references. Distinguish supported information from assumptions; flag gaps and identify claims needing source or field verification.

Keep the full prompt and output in your approved project record. AI output is a draft; citations, extracted text, calculations, and proposed controls still require human verification.

AI Output Verification Record

Project: _____ Output / version: _____ Review date: _____

Open the original sources and verify applicable requirements, calculations, and field conditions. Record corrections and unresolved items before deciding whether the output is ready for use.

Claim / instruction Output location	Original source Section / date / version	Applicability / field check Assumptions or gaps	Result / correction Reviewer / date	Status / next step Owner / due date

Review prompts

- ☐ Sources exist and support the claims; dates, scope, jurisdiction, and exceptions fit.
- ☐ Numbers and extracted passages match originals; units and calculations are checked.
- ☐ Task steps and controls are checked with people doing the work and actual conditions.
- ☐ Assumptions, omissions, contradictions, and unintended effects are addressed.

Disposition: Ready for intended use / Revise and recheck / Hold pending verification / Reject

Responsible reviewer: _____ Date: _____ Final record / version: _____

Open items / restrictions on use: _____

A completed review records human judgment; it does not certify compliance. Make extra copies for additional claims.