

Article Worksheet Quick Guide

Choose a worksheet for your next step. Each title links to its PDF download.

Find related reading at www.toddjeromejenkins.com/blog.

Incident investigation

Initial Response Checklist

Organize the first response and preserve information.

Employee Interview Planning and Notes

Prepare interviews and capture the worker's account.

Event Timeline and Evidence

Connect the event sequence to supporting evidence and gaps.

Evidence and Alternative Explanations

Compare explanations and record what supports or challenges them.

Control Verification and Follow-Up

Assign control checks and document their results.

Investigation-to-Learning Handoff

Carry supported findings into a focused Learning Question.

Learning Teams and human performance

Learning Teams Planning and Action Tracker

Plan sessions, questions, soak time, and follow-through.

Work Context and Learning Questions

Explore conditions, adaptations, and how work actually happens.

Pre-Job Brief and Change Check

Discuss the work and changes before proceeding.

Leader Response and Learning Follow-Up

Respond to concerns and close the loop on learning and actions.

AI for safety professionals

AI Task Selection and Human Review

Decide whether AI fits and assign independent human checks.

AI Prompt Planning and Verification

Define inputs, boundaries, and verification before using output.

Prompt Testing and Revision Log

Record tests, revisions, retest evidence, and reuse decisions.

Toolbox Talk Planning and Delivery

Prepare the discussion and record worker feedback and follow-up.

JSA Planning and Field Verification

Plan the draft and verify it with the crew and actual work.