

AI for Safety Officers

DAILY WORKFLOW CHECKLIST

Date: _____ Site: _____ Shift: _____

Officer: _____ Reviewer: _____

Use only organization-approved tools and permitted data. Check source versions before use. Complete applicable tasks; mark D = done, P = pending, or N/A. Act on urgent hazards through site procedures without waiting for AI.

STATUS	DAILY TASK	HUMAN VERIFICATION
_____	1. Summarize handover	Check unresolved hazards, owners, deadlines, and status against original records.
_____	2. Draft toolbox talk	Check approved procedure and actual task conditions; confirm worker understanding.
_____	3. Prepare inspection questions	Retain required checklist items; inspect physically and seek worker input.
_____	4. Structure field observations	Verify transcription, time, location, facts, and actions. Resolve unclear details.
_____	5. Structure assessment draft	Review on site with workers and competent personnel; verify controls and obtain approval.
_____	6. Simplify or translate a message	Verify technical meaning; use competent bilingual review for translations.
_____	7. Organize near-miss records	Preserve sources and conflicting accounts. Separate facts from assumptions; investigate causes.
_____	8. Explore observation themes	Recheck counts, duplicates, categories, and reporting differences. Do not infer causes.
_____	9. Draft action follow-ups	Verify recipient, due date, and status. Check closure evidence and effectiveness separately.
_____	10. Prepare report and handover	Check facts, unresolved risks, and next-shift actions. Approve before sharing or filing.

Outstanding action / handover

Issue or action: _____

Owner: _____ Due: _____ Status: _____

Evidence / next-shift note: _____

Final check: Verify safety-critical information and regulatory references in their original sources. Keep drafts distinguishable from approved records.

This optional aid supports approved site procedures. It is not a complete safety inspection or a compliance certificate. Companion to “AI for Safety Officers: 10 Practical Uses in Daily Work.”