



ChatGPT as a Safety Training Material Builder

Step-by-step guidance and editable prompts for HSE professionals

Create training plans, PowerPoint slide structures, trainer notes, quizzes, case studies and group activities from one safety topic.

Prepared for: HSE trainers, safety officers, supervisors, consultants, LMS creators and training institutes.

Recommended use: Copy one prompt at a time into ChatGPT. Replace the bracketed fields such as [TOPIC], [AUDIENCE], [INDUSTRY], [DURATION] and [LEVEL].

Important principle: AI drafts. HSE professionals verify.

Quick Use Notes for Free and Paid ChatGPT Users

- Free users: use the prompts by typing or pasting the topic and key details. If upload is not available or a limit is reached, paste only the relevant procedure text, incident summary or learning points manually.
- Paid users: when available, upload relevant SOPs, SDS, incident reports, client requirements, past PPTs or training manuals before using the prompts. Ask ChatGPT to use only the uploaded content where accuracy is critical.
- All users: ask ChatGPT not to invent legal requirements, statistics or standard clauses. Verify everything before training delivery.

Note: ChatGPT can work with uploaded files such as PDFs, presentations and text documents, but file upload availability and limits vary by plan and can change. The prompts below work even without file uploads.

Before You Start: Provide These Inputs

Good output depends on clear input. The more specific the topic, audience and industry, the better the training material. Yes, the machine still needs context. Apparently mind reading is not a feature yet.

Input	Example
Topic	Hand Injury Prevention in Oil & Gas Maintenance Work
Audience	Technicians, helpers, supervisors and contractors
Industry / Site	Oil and gas maintenance, construction, chemical plant, pharma, port or manufacturing
Duration	15 minutes, 30 minutes, 1 hour, half day or full day
Level	Basic, intermediate or advanced
Reference material	Company procedure, client rule, SDS, incident alert, previous PPT or checklist

Safety Guardrail to Add to Every Prompt

Copy this line into every prompt

Do not invent legal requirements, statistics or standard references. If a standard, legal point or statistic is needed, mark it as “to be verified” unless I provide the exact reference.

Suggested Workflow

Step	Action	Output
1	Start with one topic	Clear topic, audience, industry and duration
2	Ask for a training plan	Learning objectives, hazards, controls, flow and takeaway
3	Convert to PPT structure	Slide titles, short slide text, trainer notes and visuals
4	Simplify for workers	Clear, practical and speakable language
5	Add examples, quiz, case study and activity	Interactive learning package
6	Apply brand and quality check	Ready-to-design PowerPoint content

Prompt 1: Create a Complete Training Plan

Use this when you only have one topic or idea.

Prompt 1 - Training Plan

Act as an experienced HSE trainer and instructional designer.

Create a practical safety training plan on the topic: [TOPIC]

Target audience: [AUDIENCE]

Industry / site type: [INDUSTRY]

Training duration: [DURATION]

Training level: [BASIC / INTERMEDIATE / ADVANCED]

Language style: simple, practical and easy to understand.

Include:

1. Training title
2. Training objective
3. Who should attend
4. Learning outcomes
5. Session flow with timing
6. Key hazards or key concepts
7. Practical examples from site work
8. Control measures or safe practices
9. One short case study idea
10. One group activity idea
11. Five quiz questions with answers
12. Final takeaway message

Keep the content practical, not academic. Avoid unnecessary legal-heavy language. Focus on real workplace behavior and decision-making. Do not invent legal requirements, statistics or standard references. If a standard, legal point or statistic is needed, mark it as "to be verified" unless I provide the exact reference.

Prompt 2: Convert the Training Plan into PowerPoint Slides

Prompt 2 - PPT Structure

Now convert the above training plan into a PowerPoint presentation structure.

Create [NUMBER] slides.

For each slide, provide:

1. Slide title
2. 3 to 5 short bullet points for on-slide text

3. Trainer speaking notes
4. Suggested visual idea
5. One participant engagement question, where suitable

Keep the slide text short and clean. Put detailed explanation only in trainer notes.
Use a professional HSE training tone suitable for [INDUSTRY / AUDIENCE].

Prompt 3: Format the PPT Content into a Copy-Friendly Table

Prompt 3 - Slide Table Format

Format the PowerPoint content into a clean table with these columns:

Slide No. | Slide Title | On-Slide Text | Trainer Notes | Visual Suggestion | Interaction Question

Make the slide text concise. Keep trainer notes practical and useful for delivery.

Ensure the presentation follows this logical flow:

Introduction → Hazard Understanding → Risk Examples → Controls → Case Study → Activity → Quiz → Key Takeaways.

Prompt 4: Simplify for Frontline Workers

Prompt 4 - Worker-Friendly Language

Review the above PowerPoint content and simplify it for frontline workers.

Make the language:

- simple
- direct
- practical
- easy to speak aloud
- suitable for workers with mixed education levels

Remove complex wording. Keep technical terms only where necessary and explain them briefly.

Do not reduce the safety value. Make the message stronger and clearer.

Prompt 5: Add Real Site Examples

Prompt 5 - Practical Site Examples

Add practical workplace examples to this training presentation.

Industry context: [INDUSTRY / SITE TYPE]

Common work activities: [LIST COMMON ACTIVITIES]

For each major topic, add:

1. One realistic site example
2. One unsafe behavior example
3. One correct safe practice
4. One supervisor reminder

Keep examples realistic and suitable for HSE training. Avoid exaggerated accident stories.

Prompt 6: Create Quiz Questions

Prompt 6 - Quiz Builder

Create a quiz for this safety training.

Number of questions: [5 / 10 / 15]

Question type: Multiple choice

Options per question: 4

Difficulty: [BASIC / MODERATE / MIXED]

Rules:

- Randomize the correct answer position.
- Avoid making every answer option obvious.
- Keep options realistic.
- Add the correct answer after each question.
- Add a short explanation for why the answer is correct.

Keep the quiz practical and based on workplace decision-making, not memory-only questions.

Prompt 7: Create Trainer Speaking Notes

Prompt 7 - Trainer Notes

Create detailed trainer speaking notes for each slide.

Tone:

- professional
- conversational
- practical
- confident
- not too formal

The trainer should sound like an experienced HSE professional speaking to workers and supervisors.
Add short examples, simple explanations and light respectful humor where suitable.

Prompt 8: Create a Short Case Study

Prompt 8 - Case Study

Create one short case study for this training topic: [TOPIC]

The case study should include:

1. Work activity
2. What went wrong
3. Immediate causes
4. Root causes
5. Possible consequences
6. Corrective actions
7. Discussion questions for participants

Keep it realistic and suitable for [INDUSTRY / SITE TYPE]. Do not mention fake company names or unrealistic accident details.

Prompt 9: Create a Group Activity

Prompt 9 - Group Activity

Create a short group activity for this training topic: [TOPIC]

Duration: [5 / 10 / 15] minutes

Audience: [WORKERS / SUPERVISORS / MIXED GROUP]

Include:

1. Activity objective
2. Instructions for participants
3. Scenario or task
4. Questions for group discussion
5. Expected answers
6. Trainer debrief points

Make the activity simple enough to conduct in a classroom, toolbox talk or site training session.

Prompt 10: Create Visual Concepts for Slides

Prompt 10 - Visual Direction

For each slide in this PowerPoint, create a visual concept.

For every slide, provide:

1. Visual type: photo / illustration / infographic / icon layout / diagram
2. Scene description
3. Key objects or people
4. Safety message shown visually
5. Text to avoid
6. Suggested color style

Keep visuals clean, professional and suitable for HSE training. Avoid crowded text.

Prompt 11: Apply J&A Global HSE Foundation Brand Style

Prompt 11 - Branding

Revise the PowerPoint content using the following brand style:

Brand name: J&A Global HSE Foundation

Theme colors: blue, green, orange and white

Tone: professional, practical, clean and modern

Audience: HSE professionals, workers and supervisors

Footer line: Thinking Globally... Acting Locally

Signature: Keyur Pandya in subtle handwriting style at bottom right

Update:

1. Slide titles
2. Section dividers
3. Closing slide message
4. Visual style suggestions
5. Footer text suggestion

Keep the content simple and training-focused. Do not make it look like a sales presentation.

Prompt 12: Final HSE Quality Check

Prompt 12 - HSE Review

Review the complete PowerPoint training content as an HSE subject matter expert.

Check for:

1. Technical accuracy
2. Practical relevance
3. Missing hazards
4. Weak or unclear control measures
5. Overly complex language
6. Repeated points
7. Slide overload
8. Better examples
9. Better quiz questions
10. Stronger final takeaway

Correct the content and give the revised final version.

Do not invent legal requirements, statistics or standard references. If a standard, legal point or statistic is needed, mark it as "to be verified" unless I provide the exact reference.

One Master Prompt for Daily Use

Use this when you want ChatGPT to create the first complete draft quickly. Then use the step-by-step prompts above to refine the output.

Master Prompt - Copy and Use

Act as an experienced HSE trainer and PowerPoint content developer.

Create a [DURATION] safety training PowerPoint on: [TOPIC]

For audience: [AUDIENCE]

Industry / site type: [INDUSTRY]

Training level: [BASIC / INTERMEDIATE / ADVANCED]

Create:

1. [NUMBER]-slide PowerPoint structure
2. Short slide text
3. Trainer notes for each slide
4. Practical site examples
5. One case study
6. One group activity
7. Five MCQ quiz questions with answers
8. Visual suggestion for each slide
9. Final takeaway message

Keep it practical, simple and suitable for real workplace safety training. Use short sentences. Avoid buzzwords. Do not overload slides.

Do not invent legal requirements, statistics or standard references. If a standard, legal point or statistic is needed, mark it as "to be verified" unless I provide the exact reference.

Optional Prompt When You Upload Reference Material

Reference-Based Prompt

Use only the uploaded reference material to create the training content.

If information is not available in the uploaded files, clearly write: "Not found in the provided reference material."

Do not add external legal clauses, standard references, statistics or technical requirements unless they are present in the uploaded files. Create a practical training PowerPoint structure based on the uploaded material and the topic: [TOPIC].

Example: Hand Injury Prevention in Oil & Gas Maintenance Work

Field	Example Input
Topic	Hand Injury Prevention in Oil & Gas Maintenance Work
Audience	Technicians, helpers, supervisors and contractors
Industry	Oil and gas maintenance
Duration	30 minutes
Level	Basic to intermediate

Expected Training Outputs

- Training objective and learning outcomes
- Session flow with timing
- Common hand injury hazards: sharp edges, pinch points, rotating equipment, chemicals, hot surfaces and wrong glove selection
- Control measures: correct gloves, tool use, LOTO where required, safe hand placement and supervisor checks
- Case study on flange alignment or hand placement near pinch points
- Group activity to identify hazards before starting a task
- Short MCQ quiz and final takeaway message

Strong Final Takeaway Example

Takeaway Message

Your hands are your tools for life. Keep them out of pinch points, choose the right gloves and never use your fingers as alignment tools.

Common Errors to Avoid

- Do not ask ChatGPT to “make PPT” without audience, topic, duration and industry. That is not a prompt; that is a wish.
- Do not paste personal data, passport numbers, civil IDs or confidential client information into AI tools.
- Do not accept legal references, statistics or technical limits without checking the original source.
- Do not overload slides. Keep detailed explanation in trainer notes.

Final HSE Reminder

ChatGPT can help HSE professionals start faster, structure better and communicate more clearly. It does not replace professional judgment, approved procedures, legal compliance or site-specific risk assessment.

- Verify content against company procedures, client requirements and applicable legal requirements.
- Ask a competent HSE professional or subject matter expert to review safety-critical content.
- Use AI-generated content as a draft, not as the final authority.
- For high-risk topics such as confined space, electrical isolation, lifting, chemical handling and emergency response, always use approved standards and site procedures.

References for ChatGPT Capabilities

OpenAI Help Center states that ChatGPT can work with uploaded documents such as PDFs, presentations and text documents for summarizing, extracting information and answering questions. File upload availability and limits vary by plan and may change.

- OpenAI Help Center: File Uploads FAQ - <https://help.openai.com/en/articles/8555545-file-uploads-faq>
- OpenAI Help Center: ChatGPT Capabilities Overview - <https://help.openai.com/en/articles/9260256-chatgpt-capabilities-overview>
- OpenAI Help Center: Projects in ChatGPT - <https://help.openai.com/en/articles/10169521-projects-in-chatgpt>

Prepared for J&A Global HSE Foundation | Keyur Pandya