



**J&A Global**  
**HSE Foundation**

# ChatGPT as a Safety Training Material Builder

A practical guide for HSE professionals to turn one topic into a complete training PowerPoint



Training plan



Slide structure



Quiz



Case study



Group activity





# Why use ChatGPT for HSE training?

From one topic, ChatGPT can help draft a complete training package in minutes.

- **1 Start from one idea or topic**  
Provide a simple prompt and get an organized training outline.
- **2 Save preparation time**  
Generate outlines, slides, speaker notes and assessments in minutes.
- **3 Improve structure and consistency**  
Ensure every training follows a clear, logical flow and HSE best practices.
- **4 Create interactive learning items**  
Build quizzes, case studies, scenarios and discussion prompts easily.
- **5 Reuse, edit and localize content**  
Adapt content for different sites, audiences and languages quickly.

**Useful for**

-  HSE trainers
-  Safety officers
-  Consultants
-  Supervisors
-  LMS / Course creators



 **AI drafts. HSE professionals verify.** 



## Step 1 – Start with a clear topic

You only need four inputs to begin.



Topic



Audience



Industry



Duration & level

### Example topic



Topic

Hand Injury Prevention in Oil & Gas Maintenance Work



Audience

Technicians, helpers, supervisors, contractors



Industry

Oil and gas maintenance



Duration

30 minutes



Level

Basic to intermediate



### Editable prompt for ChatGPT

Create a practical safety training plan on [TOPIC] for [AUDIENCE] in [INDUSTRY]. Duration: [TIME]. Level: [LEVEL].  
Keep the language simple, practical and easy to understand.



**Tip:** The more specific the topic and audience, the better the output.















## Step 2 – Build the training plan



Ask ChatGPT to create the full learning structure before making slides.

### WHAT TO REQUEST

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



**COPY & PASTE  
THIS PROMPT**

“ Act as an experienced HSE trainer and instructional designer. Create a practical safety training plan on [TOPIC]. Target audience: [AUDIENCE]. Industry: [INDUSTRY]. Training duration: [DURATION]. Training level: [LEVEL]. Include title, objective, learning outcomes, session flow, hazards, examples, controls, one case study, one group activity, five quiz questions, and a final takeaway. ”



## Step 3 – Convert the plan into PPT slides

Now turn the training plan into a **clear slide-by-slide deck**.

Ask for these outputs on each slide:



Slide title



3 to 5 short  
bullet points



Trainer  
speaking notes



Suggested  
visual idea



One participant  
engagement  
question



Keep slide text short. Put detailed explanation in trainer notes.

Use this prompt:



Now convert the above training plan into a 10-slide PowerPoint presentation structure. For each slide, provide: slide title, 3 to 5 short bullet points, trainer speaking notes, a suggested visual idea, and one participant engagement question.

Example output preview (table snippet):

Slide No.	Slide Title	On-Slide Text	Trainer Notes	Visual Suggestion	Interaction Question
1	...	...	...	...	...
2	...	...	...	...	...
...	...	...	...	...	...





## Step 4 — Simplify for workers and add site examples

### Simplify the language

- ✓ Use short sentences
- ✓ Explain technical terms briefly
- ✓ Make it easy to speak aloud
- ✓ Write for mixed education levels
- ✓ Keep it practical



### Add workplace examples

- ✓ Flange opening
- ✓ Valve maintenance
- ✓ Sharp metal parts
- ✓ Pinch points
- ✓ Hand tools
- ✓ Rotating equipment



1

#### Editable prompt

Review the above PowerPoint content and simplify it for frontline workers. Make the language simple, direct, practical and easy to understand.



2

#### Editable prompt

Add practical workplace examples for [INDUSTRY / SITE TYPE]. Include one real-life site example, one unsafe behavior example, one correct safe practice, and one supervisor reminder.



**Good training changes behaviour, not just wording.**



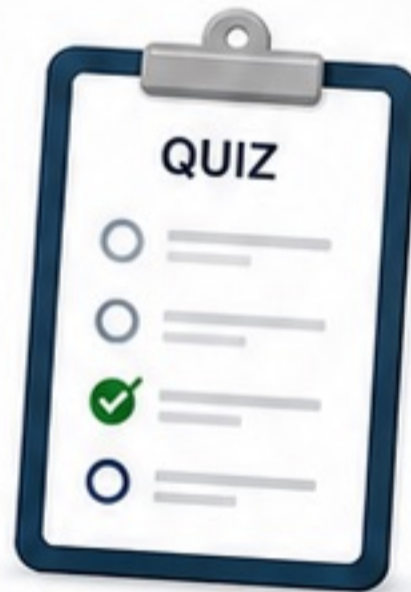


## Step 5 – Create quiz questions and trainer notes



### Quiz prompt

- ✓ 5 MCQs
- ✓ 4 options each
- ✓ randomize correct answer position
- ✓ add the correct answer
- ✓ include a short explanation
- ✓ keep questions practical, not memory-only



Create a quiz for this safety training.  
Number of questions: 5.  
Question type: Multiple choice.  
Options per question: 4.  
Randomize the correct answer position and add a short explanation.



### Trainer notes prompt

- ✓ Professional
- ✓ conversational
- ✓ practical
- ✓ confident
- ✓ short examples
- ✓ respectful light humor where suitable










Create detailed trainer speaking notes for each slide.  
The trainer should sound like an experienced HSE professional speaking to workers and supervisors.












## Step 6 — Add a case study and group activity


### Case study

-  Work activity  
-----
-  What went wrong  
-----
-  Immediate causes  
-----
-  Root causes  
-----
-  Possible consequences  
-----
-  Corrective actions  
-----
-  Discussion questions

 Create one short case study for [TOPIC]. Include work activity, what went wrong, immediate causes, root causes, consequences, corrective actions, and discussion questions.

### Group activity

-  Activity objective  
-----
-  Instructions  
-----
-  Scenario or task  
-----
-  Discussion questions  
-----
-  Expected answers  
-----
-  Trainer debrief points

 Create a short group activity for [TOPIC]. Include objective, instructions, scenario, discussion questions, expected answers, and debrief points.



**TIP:** Use realistic site situations.  
Avoid exaggerated or unrealistic accident stories.





## Step 7 — Add visuals, branding and quality check

1



### Visual concepts

- ✓ Choose photo, illustration, infographic or diagram
- ✓ Describe the scene
- ✓ Show the safety message visually
- ✓ Avoid crowded text
- ✓ Keep visuals clean

2



J&A Global HSE Foundation

### Apply your brand style

- ✓ Brand name: J&A Global HSE Foundation
- ✓ Use the logo
- ✓ Keep the blue, green and orange theme
- ✓ Add clean footer text
- ✓ Keep slide titles consistent

3



### Final HSE quality check

- ✓ Technical accuracy
- ✓ Practical relevance
- ✓ Missing hazards
- ✓ Weak controls
- ✓ Complex language
- ✓ Repeated points
- ✓ Stronger takeaway



AI can support drafting. Final content must be checked against company procedures, legal requirements, approved standards and site conditions.






**J&A Global**  
**HSE Foundation**

# Master prompt + final reminder

## MASTER PROMPT (COPY & USE)



Act as an experienced HSE trainer and PowerPoint content developer. Create a **[DURATION]** safety training PowerPoint on **[TOPIC]** for **[AUDIENCE]** in **[INDUSTRY]**. Include a 10-slide structure, short slide text, trainer notes, practical site examples, one case study, one group activity, five MCQ quiz questions with answers, visual suggestions for each slide, and a final takeaway message. Keep it practical, simple and suitable for real workplace safety training. 



## FINAL REMINDER

- ✓ Verify with company procedures
- ✓ Check legal requirements
- ✓ Confirm client rules
- ✓ Match actual site conditions
- ✓ Review approved standards



Use AI to **start faster, structure better,** and **communicate more clearly.**



Follow **J&A Global HSE Foundation** for more practical HSE + AI guides.

10/10

