

AI Safety Sprint

Tutorial Guide — Recreate Every Demo

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1 Site-Specific SMP

Claude

2 Worksite Orientation

SimTheory

3 Toolbox Talk Generator

Claude

1

Site-Specific SMP

Using Claude

Demo 1 — What You Need

Step 1: Gather your inputs

You need 2 things: (a) the client's safety plan requirements, and (b) your company's stock safety documents — safety policy, hazard assessment, ERP, training matrix. These are docs you already have.

Step 2: Open Claude

Go to claude.ai (free tier works). If using Cowork, select the folder with your docs. If using the web app, you'll upload files in the chat.

Step 3: Upload your documents

Attach all your files to the conversation. Claude reads PDFs, Word docs, and spreadsheets. The more you give it, the more specific the output.

Step 4: Send the setup prompt

Use the prompt on the next slide. Tell Claude your role, project type, and what you want it to build. Be specific about the client and project.

TIP You can do this with ANY client requirements document. The prompts on the cheat sheet are templates — swap in your real project details.

Demo 1 — Setup Prompt

COPY-PASTE PROMPT

You are my construction safety co-worker. I'm a General Contractor building a [TYPE] project in [CITY, PROVINCE]. The client is [CLIENT NAME].

I'm going to give you:

1. The client's safety plan requirements
2. Our company safety policy
3. Our hazard assessment template
4. Our emergency response plan
5. Our training matrix

Using these documents, build me a Site-Specific Safety Management Plan that satisfies the client requirements and references our company systems.

Use a professional format with numbered sections.

Demo 1 — Refine & Iterate

Step 1: Review the first draft

Claude will produce a full SMP. Scan it — it won't be perfect on the first pass, and that's fine. Look for sections that need project-specific detail.

Step 2: Ask for changes in plain language

"Add a section on crane operations — we have a tower crane on site."

"Update the fall protection section — we're working on open slab edges at Levels 3-5."

Each follow-up prompt refines the document further.

Step 3: Export the final version

Ask Claude to format it as a Word doc or copy-paste into your company template. The SMP is a living document — come back and update it as the project evolves.

TIP Treat Claude like a junior safety coordinator. Give it clear direction and review its work. You're still the qualified person.

2

Worksite Orientation

Using SimTheory

Demo 2 — What You Need

Step 1: Know your project basics

Project name, location, GC name, timeline, workforce size, current phase. You already know all of this.

Step 2: Open SimTheory.ai and configure

Create a free account at simtheory.ai. Select your model (LLM) and select the vibecode — this controls the style and format of the output.

Step 3: Write your prompt

Tell SimTheory the reading level (e.g. Grade 8), the audience (new construction workers), the content you want, and whether to include quizzes and interactive elements. Use the prompt on the next slide as a starting point.

Step 4: Optional: upload a site photo or map

A screenshot of your site location from Google Maps, a site layout drawing, or a jobsite photo. This makes the orientation feel real, not generic.

TIP SimTheory builds interactive, mobile-friendly orientations. Workers take them on their phones before they show up on site.

Demo 2 — SimTheory Prompt

COPY-PASTE PROMPT

Create an interactive site orientation e-learning for new construction workers.

Reading level: Grade 8

Audience: New workers arriving on a commercial construction site

Tone: Direct, practical, no corporate fluff

Project: [Your project name] -- [description]

Location: [City, Province]

GC: [Your company name]

Create 6 modules with a quiz at the end of each:

1. Welcome & Site Overview (access, parking, hours)
2. PPE Requirements (minimum + task-specific)
3. Emergency Procedures (first aid, muster, hospital)
4. Site-Specific Hazards (falls, overhead, traffic)
5. Reporting Hazards & Incidents (near miss process)
6. Rules & Expectations (zero tolerance, housekeeping)

Include interactive elements -- drag-and-drop, scenario questions, knowledge checks. End with a final quiz.

Demo 2 — Build, Save & Share

Step 1: Hit Create and let it build

SimTheory generates interactive slides with quizzes and knowledge checks. Takes about 2-3 minutes. You can watch it build in real time.

Step 2: Review and edit

Walk through each module. Edit text, swap images, add a slide, remove something that doesn't apply. Changes take seconds.

Step 3: File Save, then File Share

Save your e-learning, then open the Share dialog. Create a QR code directly from SimTheory. Print it, post it at the gate, or text it to subs before they show up.

Step 4: Track completions

Click View and Download CSV to see who completed the training and their quiz scores. Instant records — no paper sign-in sheets, no chasing down signatures.

TIP This replaces the 45-minute PowerPoint in the lunchroom. Workers do it on their phone, at their own pace, and you get a completion report.

3

Toolbox Talk Generator

Using Claude

Demo 3 — What You Need

Step 1: Create/Provide a toolbox talk template

A one-page Word doc with your company branding, section headings (Topic, Hazards, Safe Work Practices, Discussion Questions), and an attendance table. This is your master format.

Step 2: Set up your folder

Create a folder with: your template, an `_INSTRUCTIONS.md` file telling Claude how the folder works, and a sample completed talk. This is your toolbox talk generator.

Step 3: Share the folder with Claude Cowork

Open Claude Cowork (desktop app) and select your folder. Claude reads the template and instructions automatically. Now you just tell it what to build.

Step 4: Ask Claude to generate talks

One prompt = one talk saved to the folder. Or ask for a batch — give it your week's activities and it produces talks for each one, all matching your template.

TIP The folder IS the system. Share it with Cowork once, and you have a reusable toolbox talk generator. Update the template once, every future talk matches.

Demo 3 — Setup Prompt (first time)

COPY-PASTE PROMPT

I've shared a toolbox talk folder with you. It contains:

- Toolbox Talk Template.docx (my company template)
- _INSTRUCTIONS.md (how this folder works)
- Sample - Working at Heights.docx (example output)

From now on, when I ask you to generate a toolbox talk, use the template format exactly. Save each completed talk as a new .docx file in this folder.

GENERATION PROMPTS (use after setup):

Quick: Generate a toolbox talk on excavation safety for the Riverside Office Complex.

Batch: Generate toolbox talks for this week:

1. Concrete pour - Level 3 slab
2. Steel erection - Levels 4-5
3. Excavation - west side utilities



Before You Start

Three Rules

Guardrails — Keep It Safe & Credible

Step 1: No confidential info into public AI tools

Don't paste worker names, SIDs, medical info, or proprietary client data into free-tier AI tools. Use anonymized or fictional data for practice. For production work, use enterprise-grade tools with your organization's data policies.

Step 2: AI drafts — qualified person approves

Claude is your co-worker, not your replacement. Every document it produces needs review by a qualified safety professional (that's you). Check regulatory references, project-specific details, and anything that will carry your name.

Step 3: Start with low-risk tasks

Don't rebuild your entire safety program on day one. Start with a toolbox talk, a meeting agenda, a checklist. Get comfortable with how the tool works before you hand it anything critical.

What to Try This Week

1 Open Claude and draft a safety doc for your current project

2 Try SimTheory to build a 5-minute orientation for your site

3 Set up a toolbox talk folder with your own template