HSE management briefing — fictional example

HSE management briefing: reporting period ending Friday 26 March, 14:00 cut-off (draft for HSE Manager)
To: Jordan Blake, Operations Director. Prepared by: Alex Morgan, HSE Manager.

Decisions requested

1. **Approve a 30-day pilot** of three AI-assisted workflows (weekly report, observation briefing, action closure review), from Thursday 1 April. Scope, controls and criteria are on the attached page.
2. **Name the person who approves AI-assisted outputs** before use, and confirm the data rules in the pilot plan.
3. **Endorse worker ID in the toolbox register** at all four sites (ACT-029), so that training can be counted by people and not only by signatures.

Period facts (1 March to 26 March, 14:00; four weekly reports)

Measure	Value
Observations logged	163 (weekly: 50, 38, 39, 36)
Hours worked (week 4 includes a Friday-afternoon roster estimate)	39,540
Near misses, by event date	4 (two rated high potential)
First-aid cases	1 (cause not established)
Lost-time injuries	0 recorded in the logs provided
A. Actions verified closed	6 of 30 (20%)
C. Actions closed + verified closed (A + B)	9 of 30 (30%)
Actions overdue (against the current target)	9 of 30
Inspection slots planned, 23–31 March	21 (Riverside 7, Hillview 6, Central 5, Westfield 3)

Matters to note. Four weekly counts are too few to show a trend. No frequency rate is shown because, with this number of hours and events, a single event would move it a long way. NM-10 (17 March, high potential) occurred at Westfield Gate 2, where segregation action ACT-003 is still In progress, with barriers on order. The T3 duct contact of 11 March has not yet been classified (ACT-027) and is not in the near-miss count. The conditions on the Central electrical subcontractor remain in force until the evidence for ACT-025 has been reviewed and each hold released in writing; a release does not itself authorise electrical work. The nine overdue actions are listed in the closure review. Against their original targets, 16 actions are late; none of the target revisions has a recorded approval, and the closure review asks for each to be confirmed or rejected.

On AI use. The HSE Manager's own estimates suggest the nine workflows in this period took about 845 minutes with AI assistance, review included, against about 1,470 minutes by hand. These are recollections, not measurements, from one person over one reporting period, and they leave out preparation, corrections, learning time and rework. The pilot is designed to replace them with measured values.

What this briefing does not show: a trend, a rate, a comparison between sites, events after the cut-off, the effectiveness of any corrective action, or the benefit of AI use in any measured form.

Fictional teaching example from *AI for Construction Safety Managers* (Mounir Ziani), Chapter 10. First edition, 2026. All people, sites and figures are invented. Not advice for any real site.