THE RESULT

98.6% compliant in. 3 real exceptions out.

A safety training director at a 22-site chemicals company turns a near-perfect dashboard, a contractor portal and an audit tracker into the three exceptions her COO needs to act on, with any AI chat her company allows.

THE RESULT What Grace sends the COO and EHS committee. Fictional company.

OXBROOK CHEMICALS · EHS COMMITTEE

Process safety training exceptions · November

For: COO and EHS committee
Committee, Nov 24 · From: Grace Whitaker

NEEDS THE COMMITTEE

TODAY

Site 15: confirm no untrained operator is running the new reactor controls
Management of change training: 0 of 64 completed. Audit finding F-3 was closed on an upload, not on training. I've reopened it. · Inputs 2, 5

BEFORE DEC 1

Site 12: no contractor starts the turnaround without orientation
76 of 290 contractors lack current orientation and about 300 more arrive Dec 1. The 24 contractors from the Oct 19 hot work incident have no retraining record. · Inputs 3, 4

OVERDUE

Site 07: finish the incident retraining
7 of 18 operators still not retrained after the Aug 14 release. Due Sep 30, now seven weeks late. · Input 4

SITES WITH EXCEPTIONS

174 other employees not compliant; site breakdown requested · Input 2

Site 15	Site 12	Site 07	Site 22	Site 19
Open	At risk	Overdue	Unverified	Unknown
MOC 0 of 64	Turnaround Dec 1	7 of 18 retrained	100% after 46 extensions	Not in LMS yet

IN HAND

From December, due-date extensions need my approval, and the report includes contractors at every site. I'm asking Vellmar about its 46 extensions. · Inputs 2, 3, 6

CAUGHT ON REVIEW

1. "98.6% compliant" **leaves out every contractor**
2. Audit finding "Closed" is **0 of 64 trained**
3. Vellmar's 100% comes **after 46 due-date extensions**

UC-001 · SC-05 · REV A	
FOR **Director, Safety & Compliance Training**	SECTOR **Specialty chemicals (process safety)**
COMPANY **13,000 employees plus contractors · 22 sites**	TASK **Monthly safety training exceptions**
WRITTEN FOR **ChatGPT · Claude · Gemini · Copilot**	
AI TEST **Claude, Nov 13, 2026 · 7 of 7 found**	

STEP 0 · THE MESS

What landed on Grace's desk

A dashboard at 98.6%, a site celebrating 100%, and an audit finding marked closed. Everything looks green. The exceptions are in who isn't counted and what "closed" really means.

EMAIL · COO [1]

EHS committee Nov 24

“Exceptions only, by site… I don't want a wall of green.”

1 **He wants exceptions, not a dashboard.**

LMS EXPORT [2]

Process safety compliance: 98.6%

“Population: active employees. Contractors are tracked in the contractor portal.” Sites in report: 21.

2 **Who isn't in the 98.6%?**

CONTRACTOR PORTAL [3]

Three busiest sites

640 contractors on site, 512 with current orientation. Site 12 turnaround Dec 1: about 300 more.

3 **128 people the headline never saw.**

INCIDENT TRACKER [4]

Incident-linked retraining

26-031: 11 of 18 done, due Sep 30. 26-052: contractors “n/a (contractor portal)”.

4 **Overdue and untracked.**

AUDIT TRACKER [5]

Finding F-3 (Site 15)

“Status: Closed, Oct 20. Evidence: Training material uploaded to LMS.”

5 **Uploaded isn't delivered.**

EMAIL · SITE 22 [6]

Good news

“Vellmar is at 100% on process safety refreshers this month.”

6 **After 46 due dates were moved.**

YOU'RE NOT ALONE

55%

of the 609 chemical releases reported to the US Chemical Safety Board since March 2020 were linked to serious injuries. The Board is also urging tighter contractor oversight.

US Chemical Safety Board figures (March 2020 to February 2026), as reported by Safety+Health, March 2026. Source

STEPS 1–3 · HOW IT WORKS

Three steps, one chat

Here the AI hunts for exceptions. The prompt tells it what to distrust.

1 Open a new chat

Use the AI tool your company approves: ChatGPT, Claude, Gemini or Copilot.

2 Paste the prompt and the records

Copy the prompt and the six fictional inputs from the appendix into one message.

3 Keep only what needs action

Check one exception against its record. Then cut anything that's noise and decide what the committee must do.

THE PROMPT, PART BY PART

COPY-READY VERSION IN THE APPENDIX

I lead safety and compliance training at a specialty chemicals company with about 13,000 employees, plus contractors, at 22 sites. Today is November 16. Our COO and EHS committee meet on November 24 and want process safety training exceptions only, by site, and what I need from them. Below are this month's training exports, our contractor portal export, the incident retraining tracker, an internal audit extract and an email from one site.

1 Who you are, today's date and what the committee asked for. The date lets the AI work out what's overdue.

Please give me:

1. **Exceptions by site**: a table with the site, what's wrong, how many people, how overdue, and which input shows it.
2. **What makes our overall number look better than it is**, if anything.
3. **What I need from the committee**: no more than three asks.

2 A table by site, what flatters the headline, and no more than three asks. The limit forces priorities.

Be skeptical. Check who is and isn't counted in each number, check due dates against today's date, and check that anything marked complete or closed is backed by the records. If something is missing or can't be verified, say so. Don't add facts that aren't in the inputs.

3 The heavy lifting: who is and isn't counted, due dates against today, and whether “closed” is backed by records. It found all seven problems.

WHERE TO PASTE

Every tool has one message box. Paste the prompt, add a blank line, paste the records, send. Exports can be attached as files if your tool allows it.

SAFE TO TRY

Practise with the fictional records first. Real training records name employees and contractors: use only your company's approved tool and follow its rules on personal data.

THE AI'S FIRST ANSWER

What Claude actually wrote

Exactly as it came back, not edited. Read it the way Grace did: check each point against the source it cites.

UNEDITED Claude · fresh session, no other context · Nov 13, 2026 · one run

Short answer for Daniel: not everything is fine. The 98.6% leaves out contractors and one whole site. It also counts as compliant 46 people at Vellmar whose due dates were pushed back. And three safety-critical training items are open or can't be checked.

1. Exceptions by site

Site	What's wrong	How many	How overdue (today is Nov 16)	Source
15 Ravensby	Management of change (MOC) training for the new reactor control system (course MOC-RX-15) has not been delivered. Audit finding F-3 was marked "Closed" on Oct 20, but the only evidence was "Training material uploaded to LMS." Uploading material is not delivering training, and the LMS shows 0 completions.	64 assigned, 0 completed	The audit says the training was due before start-up, and start-up has already happened. The start-up date isn't given, so how long it's been overdue can't be worked out. The finding has been wrongly shown as closed for 27 days.	[2], [5] `found`
15 Ravensby	Contractors without a current process safety orientation.	18 of 140 (87%)	No due dates in the export	[3]
15 Ravensby	Retraining after incident 26-044 is shown as 9 of 9 done. No completion records back this up.	9	Was due Oct 31. **Unverified**	[4] `A: cut`
07 Port Arden	Retraining after incident 26-031 (line break release) is incomplete.	7 of 18 operators not done	47 days overdue (due Sep 30)	[4] `found`
07 Port Arden	Contractors without a current orientation.	34 of 210 (84%)	No due dates in the export	[3]
12 Kessel	Contractors without a current orientation. Turnaround starts Dec 1, in 15 days, with about 300 more contractors.	76 of 290 (74%) now, plus about 300 arriving	Contractors must be current before the turnaround starts	[3] `found`
12 Kessel	Retraining after incident 26-052 (hot work near flammables): the 24 contractors are marked "n/a (contractor portal)". The portal export only shows orientation status, not this retraining, so nobody is tracking it. The 6 employees are shown as done, but no completion records back this up.	24 contractors: **Unknown**	Due Nov 30, in 14 days	[3], [4] `found`
19 Halbrook	Not in the LMS report at all ("pending migration").	**Unknown**	**Unknown**	[2]
22 Vellmar	The 100% includes 46 learners whose due date the site admin pushed back 90 days on Oct 2. Nothing shows who approved this or why. The coordinator's "100%" email doesn't mention it.	46 of 420	Their original due dates aren't given. Without the extension, they may already be overdue.	[2], [6] `found` `C: softened`

Not shown by site: the dashboard reports 174 employees as non-compliant (12,400 – 12,226) but doesn't say which sites they're at.

2. What makes the overall number look better than it is

- **It says "22 sites" but only covers 21.** Site 19 Halbrook is missing, so its headcount and compliance are unknown. `found`
- **Contractors aren't counted at all.** At just the three sites in the portal export, 128 of 640 contractors (20%) are not current. The other 19 sites have no contractor data. About 300 more contractors arrive at Site 12 on Dec 1. `found`
- **Moving due dates counts as being compliant.** If Vellmar's 46 extended learners would otherwise be overdue, the company figure drops to at most 98.2% (12,180 / 12,400). That can't be confirmed without their original due dates.
- **It's unclear whether MOC-RX-15 is in the number.** Its 0 of 64 completions may or may not be counted in the 98.6%. The export doesn't say.
- **The numbers don't match the headcount.** There are about 13,000 employees, but the report requires training for 12,400. The input doesn't explain the gap of about 600.
- **"Complete" and "closed" aren't backed by records.** Audit F-3 was closed on the strength of a material upload. Incidents 26-044 and 26-052 (employees) are marked done in the tracker only, with no completion records attached.

3. What I need from the committee

1. **Site 15 and Site 07 to close overdue safety-critical training by a date the committee sets.** At Site 15, deliver MOC-RX-15 to all 64 operators and reopen audit finding F-3 until there are completion records. At Site 07, finish the remaining 7 incident 26-031 retrainings. The committee should also confirm whether untrained operators are running the new reactor control system now.
2. **A gate on Site 12 contractors before the Dec 1 turnaround.** No contractor starts work without a current process safety orientation. That covers the 76 not current today and the roughly 300 arriving. Someone needs to own tracking the 24 contractors' incident 26-052 retraining before Nov 30.
3. **Three reporting rules.** `B: kept`
   - Anything marked complete or closed needs completion records, not uploaded material.
   - Moving a due date needs approval above site level, with a reason.
   - The headline number must include Site 19 Halbrook, or carry a date for when it will, and must report contractors at every site, not just three.

`found` caught a planted problem `A–C` Grace changes it; see the next section

THE HUMAN PART

What Grace changed, and why

Claude found every planted problem. It also flagged a few things that weren't problems. Grace's edits are about what a COO needs from one page, and how to treat a site that may have had a good reason.

WHAT CLAUDE FOUND: 7 OF 7 PLANTED PROBLEMS

One run

- ✓ Contractors left out of 98.6%
- ✓ Site 12: 300 more contractors Dec 1
- ✓ Incident retraining 7 weeks late
- ✓ Contractor retraining untracked
- ✓ Audit closed on an upload
- ✓ 100% after moved due dates
- ✓ 22 sites claimed, 21 reported

THREE EDITS, ALL JUDGMENT CALLS

	CLAUDE WROTE	GRACE'S VERSION	WHY · PRIORITY
A	A nine-row table, including incident 26-044 marked “Unverified” although the tracker shows 9 of 9 done.	**Three exceptions that need the committee, five site tiles, and nothing else.**	The COO asked for exceptions. Doubting a completed record without a reason is noise, and it pulls attention from three real risks.

	CLAUDE WROTE	GRACE'S VERSION	WHY · AUDIENCE
B	Ask 3: “Three reporting rules” for the committee to adopt.	**Grace fixes the reporting herself: extensions need her approval, contractors at every site from December.**	Reporting rules are her job. Committee time goes on decisions only the committee can make.

	CLAUDE WROTE	GRACE'S VERSION	WHY · TONE
C	Vellmar: “Nothing shows who approved this or why. The coordinator's 100% email doesn't mention it.”	**Site 22: “Unverified: 100% after 46 extensions.” Grace asks the site why.**	The extensions may have a good reason. Asking first keeps sites reporting honestly instead of defending themselves in a committee paper.

What only you can do Decide which exceptions deserve executive time, fix what's yours to fix, and give a site the chance to explain. The AI found the gaps. You sign the page.

YOUR TURN

Make it yours

Use it on any compliance or certification report that looks too good: safety, quality, regulatory, IT security training.

YOUR PROMPT: FILL IN THE BRACKETS

I lead **[your function]** at a **[industry]** company with about **[number]** people at **[number]** sites. Today is **[date]**. **[Your audience]** meets on **[date]** and wants **[what they asked for]**. Below are **[the exports, trackers, audit extracts and emails]**.

Please give me: **1. Exceptions by site** (a table with the site, what's wrong, how many people, how overdue, and which input shows it); **2. What makes our overall number look better than it is**, if anything; **3. What I need from [audience]**: no more than three asks.

Be skeptical. Check who is and isn't counted in each number, check due dates against today's date, and check that anything marked complete or closed is backed by the records. If something is missing or can't be verified, say so. Don't add facts that aren't in the inputs.

FIVE CHECKS BEFORE YOU SEND

1. Your headline number says who it counts, and who it leaves out.
2. Every "closed" item points to a record of the work, not a document.
3. Overdue items show how late they are, in days or weeks.
4. Moved due dates are shown as moved, not as complete.
5. Each ask has an owner and a date.

MAKE IT REPEATABLE (OPTIONAL)

Save the prompt once and next month just paste the new exports: a custom GPT in ChatGPT, a project in Claude, a Gem in Gemini, or an agent in Copilot. Some companies switch these off; copy and paste always works.

WITH REAL COMPLIANCE RECORDS

They name employees and contractors. Use only the AI tool your company approves, and follow its rules on personal data.

WHAT THIS EXAMPLE SHOWS

One run of this prompt in Claude found all seven problems planted in fictional records, flagged one item that wasn't a problem, and invented nothing.

WHAT IT DOESN'T SHOW

That every tool, setting or run will do the same, or how much time it saves you. Oxbrook Chemicals and its people are fictional.

APPENDIX

Copy-ready: the prompt and the six records

Copy the prompt, then all six inputs, into one message in a new chat. Everything here is fictional and safe to paste.

THE PROMPT

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[1] EMAIL FROM DANIEL REYES, CHIEF OPERATING OFFICER

Subject: EHS committee Nov 24

Grace, same format as always: exceptions only, by site, and what you need from us. I don't want a wall of green. If everything really is fine, tell me in one line.

[2] LMS DASHBOARD EXPORT: PROCESS SAFETY TRAINING, NOVEMBER

Process safety training compliance: **98.6%** · 22 sites Required: 12,400 · Compliant: 12,226 Population: active employees. Contractors are tracked in the contractor portal. Sites in report: 21 (Site 19 Halbrook: pending migration to LMS)

Site 22 Vellmar: 100% (420 of 420) Admin log, Site 22: due date extended by 90 days for 46 learners (Oct 2, site admin)

Course MOC-RX-15 (Management of change: new reactor control system, Site 15): assigned 64 · completed 0

[3] CONTRACTOR PORTAL EXPORT, NOVEMBER (THREE SITES WITH THE MOST CONTRACTORS)

Site	Contractors on site	Current process safety orientation	%
Site 07 Port Arden	210	176	84%
Site 12 Kessel	290	214	74%
Site 15 Ravensby	140	122	87%
Total	**640**	**512**	**80%**

Note: Site 12 turnaround starts December 1 with about 300 additional contractors.

[4] INCIDENT-LINKED RETRAINING TRACKER

Incident	Site	Date	Who must retrain	Due	Done
26-031 Line break release	07 Port Arden	Aug 14	18 operators	Sep 30	11
26-044 Pump seal fire	15 Ravensby	Sep 22	9 maintenance technicians	Oct 31	9
26-052 Hot work near flammables	12 Kessel	Oct 19	6 employees, 24 contractors	Nov 30	6 employees · contractors: n/a (contractor portal)

[5] INTERNAL AUDIT MEMO (OCTOBER), ACTION TRACKER EXTRACT

Finding F-3 (Site 15): Management of change training was not delivered for the new reactor control system before start-up. Action: deliver MOC training to all affected operators. Status: **Closed, Oct 20.** Evidence: "Training material uploaded to LMS."

[6] EMAIL FROM THE SITE 22 VELLMAR TRAINING COORDINATOR

Subject: Good news

Hi Grace, Vellmar is at 100% on process safety refreshers this month. Great effort from the team!