

## OpsPilot

# Safety Alert — User Manual

Rapid Post-Event Learning Circulation · AI Engineering Co-Pilot



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**What this guide covers** — what a safety alert is (and how it differs from an investigation), how the OpsPilot module builds one fast, what to have ready, and the alert you receive.

## 1. What is a safety alert?

A safety alert is the rapid, targeted communication that something has happened — an incident, near miss or high-potential event — and that similar sites, equipment or tasks need to act now. Its purpose is speed and reach, not depth: get the lesson to everyone who shares the risk before it bites them too. It is deliberately short and action-focused.

It is *not* an incident investigation (use the RCA or investigation modules for the full analysis). The alert circulates the immediate learning while the investigation runs. OpsPilot builds it per ICMM Critical Control Management, IOGP 459 (HiPo sharing) and 510, and ISO 45001.

## 2. What the OpsPilot module does

Role	Responsibility
 <b>AI Coach — Senior HSE Manager (OpsPilot)</b>	Builds a defensible, audit-trailed safety alert — what happened, why it matters, and the immediate action required of similar sites — fast enough to be useful while the lesson is fresh.
 <b>Originator — HSE Advisor / Site HSE Manager (you)</b>	You witnessed or were informed of the event and bear professional accountability for the facts in the alert. You provide what happened and who needs to know.

## 3. How it works

- Classify the event — incident, near miss, or high-potential (HiPo) event.
- State concisely what happened — enough to convey the risk, no more.
- Identify the critical control that failed or was challenged.
- Define the immediate action required of similar sites, equipment or tasks.
- Set the circulation list and the audit trail (who was alerted, when).

## 4. What you will be asked — have this ready

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- What happened, and its classification (incident / near miss / HiPo).
- The critical control involved — what was meant to prevent it.
- Who shares this risk — the similar sites, equipment or tasks to circulate to.
- The immediate action they should take now.

## 5. What you receive — the output

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A complete Safety Alert (Word): the event classification and a concise description, the critical control involved, the immediate action required, and the circulation and audit-trail detail — short enough to read in a minute and act on the same day.

## 6. Worked example (illustrative)

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A worker nearly contacted a live conductor because an isolation point was mislabelled. That's a high-potential event — it could have been a fatality. The alert doesn't wait for the full investigation: it states what happened in three sentences, names the critical control (correct isolation-point labelling and verification), and gives the immediate action — “before any electrical isolation, physically verify the isolation point against the drawing; report any mislabelled points immediately.” It circulates to every site with similar switchgear, with a record of who received it. The deep RCA follows separately; the alert gets the warning out today.

## 7. Getting the best result

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- **Speed over depth.** The alert's value is getting the warning out fast — the investigation provides the depth later.
- **Name the critical control.** What barrier failed or was challenged is the heart of the alert.
- **Give one clear action.** Recipients need to know exactly what to do now.
- **Keep the audit trail.** Record who was alerted and when — it's part of the duty to share learning.

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