



AI at Work Safety Checklist

• Free and printable, one page

Before you start

- ☐ I know which AI tool my employer allows, and I'm signed in with my work account for work.
- ☐ I've checked the tool's data settings: training on my chats, memory and chat history.
- ☐ I know which apps it is connected to (email, calendar, files) and removed what it doesn't need.

What never goes in

- ☐ No passwords, account numbers or security codes.
- ☐ No customer or employee personal details (names, emails, phone, addresses).
- ☐ No health, HR or legal case details.
- ☐ No confidential financials, contracts or unreleased plans.
- ☐ No screenshots or recordings that show other people's details or other open tabs.
- ☐ When in doubt, anonymize: "Client A," "\$X."

Before you let AI act

- ☐ I said which sources it may use and what it may not touch.
- ☐ It asks me before it sends, posts, buys, deletes or changes anything.
- ☐ I review the result, and what it did, before anyone else sees it.

- ☐ If it acts strangely after reading a page or file, I stop and tell IT.

Before you use the answer

- ☐ I checked every number, date, name and link against a real source.
- ☐ I opened the sources it cited and they say what it claims.
- ☐ I asked “What might be wrong or missing?”
- ☐ I compared any AI meeting summary with my own notes.
- ☐ It sounds like me and includes details only I would know.
- ☐ I'm comfortable being accountable for it.

Build the habit

- ☐ I picked one workflow to use daily for two weeks.
- ☐ I'm tracking the minutes it saves.
- ☐ I re-check my settings when the tool adds a big new feature.
- ☐ I shared one tip with a colleague.

Your employer's AI policy always comes first. From AI Comfort Zone, beginner-friendly AI training for work.
aicomfortzone.com/starter-kit