AI Safe Input Checklist

A 60-second check before you paste, upload, record, or connect information to an AI tool.

SAFE USE

Educational and operational use only. Never enter patient-identifiable, confidential, credential, or restricted organizational data. Employer and school policies still apply.

01 RUN THIS DECISION BEFORE EVERY AI TASK

1 IS THE TOOL APPROVED?

Confirm the tool, account, workspace, settings, and intended use are allowed.

YES -> CONTINUE
NO -> STOP

2 IS THE INPUT SAFE?

Remove identifiers, secrets, credentials, confidential material, and anything the task does not need.

YES -> CONTINUE
NO -> STOP

3 IS THE TASK APPROPRIATE?

Use AI to assist with bounded work - never to make a clinical or direct-care decision.

YES -> CONTINUE
NO -> STOP

4 IS A HUMAN OWNER NAMED?

One person must verify the output, correct it, and own the final action or decision.

YES -> CONTINUE
NO -> STOP

IF ANY ANSWER IS NO

Do not enter the information. Use an approved de-identified example, a secure non-AI process, or ask the named privacy, security, education, or operational owner for guidance.

TASK + APPROVED TOOL

What are you trying to do, and which approved tool/account will you use?

AI Safe Input Checklist

Scan the input, limit what you share, and verify the output before it leaves your hands.

02 STOP: DO NOT ENTER ANY OF THIS

- ○ **Patient or client data**
  Names, dates, IDs, images, recordings, locations, rare details, or combinations that can identify someone.
- ○ **Credentials and secrets**
  Passwords, access codes, API keys, private links, recovery answers, or authentication details.
- ○ **Confidential material**
  Internal records, contracts, unpublished work, protected research, legal material, or staff information.
- ○ **Restricted organization data**
  Anything classified by your employer, school, partner, or regulator as restricted or not approved for AI.

03 MINIMIZE THE INPUT

- ☐ **De-identify**
  Replace real people, organizations, dates, and uncommon details with neutral labels.
- ☐ **Use the minimum**
  Include only the facts needed for this specific task. Remove the rest.
- ☐ **Prefer a safe example**
  Use invented, synthetic, or organization-approved sample data when possible.

04 VERIFY THE OUTPUT AND HANDOFF

- ☐ **Accuracy**
  Check names, facts, calculations, citations, omissions, and unsupported claims against reliable sources.
- ☐ **Safety and fairness**
  Look for harmful assumptions, bias, inappropriate advice, or content outside the approved purpose.
- ☐ **Human-owner signoff**
  The named owner has reviewed the final version and accepts responsibility for its use.

HUMAN OWNER
Name / role

DATE + DECISION
Approved / revised / stopped