



PK Workforce Health and Safety Policy

March 2024

Introduction

PK Workforce is committed to ensuring the health, safety, and well-being of all our employees, contractors, and clients. As a recruitment and labour hire company serving diverse industries, we recognize the importance of a safe working environment that extends beyond physical spaces into the digital realm. This policy outlines our approach to managing health and safety risks, adhering to legal requirements, and promoting a culture of safety and respect.

Objective

Our primary objective is to prevent accidents, injuries, and job-related illnesses in all aspects of our work. This includes minimizing risks associated with the use of AI and technology, ensuring the physical safety of our workers in their respective roles, and maintaining data privacy and security.

Scope

This policy applies to all employees, contractors, clients, and any other individuals directly involved with PK Workforce operations.

Responsibilities

- **Management** is responsible for implementing this policy, ensuring compliance with health and safety legislation, providing necessary training, and maintaining a safe working environment.
- **Employees and Contractors** are expected to comply with all safety instructions and procedures, use provided protective equipment, report any hazards or incidents, and participate in safety training sessions.
- **Health and Safety Officer** will be appointed to oversee compliance, conduct regular audits, and serve as a point of contact for any concerns or suggestions related to health and safety.
- **Health and Safety Measures**
 1. **Risk Assessments:** Regularly conduct risk assessments to identify potential hazards related to physical work environments.
 2. **Training and Awareness:** Provide comprehensive training on health and safety practices, including safe use of AI tools, data security protocols, and emergency procedures.

3. **Workplace Safety:** Implement measures to ensure physical safety in the workplace, including ergonomic workstations, safe handling of equipment, and access to first aid.
4. **Digital Security:** Maintain high standards of digital security to protect sensitive data and ensure the ethical use of AI, including regular software updates and adherence to privacy laws.
5. **Mental Health Support:** Offer support for mental health, recognizing the stressors associated with rapid technological change and the demands of diverse job placements.
6. **Incident Reporting and Investigation:** Establish a clear process for reporting and investigating accidents or incidents, with a focus on learning and prevention.
7. **Emergency Preparedness:** Develop and regularly update emergency plans, including responses to cyber incidents, workplace accidents, and health crises.

Continuous Improvement

PK Workforce is dedicated to continuous improvement in health and safety. We will regularly review our policies and practices, incorporating feedback from stakeholders and adapting to new challenges and technologies.

Declaration

We, at PK Workforce, declare our commitment to upholding the highest standards of health and safety, ensuring a safe and secure working environment for all our employees, contractors, and clients.

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