

Company Commitment

Apex is committed to protecting the health and safety of all our employees, contractors and visitors. The company will consult our employees in implementing safety practices and systems that will ensure their health, safety and welfare, and communicate relevant OHS information to employees. Employee involvement at all levels is critical for ensuring a safe workplace.

Establishment of Formal Consultation Arrangements – OHS Committee

Apex has confirmed consultation arrangements with its employees. It has been agreed that the establishment of an OHS Committee set up in accordance with the requirements of the Victorian OHS Act 2004 is the most effective formal Consultation method for the company. The committee will comprise management and elected employee representatives from the company. As far as possible, the members of the committee will be representative of all activities, functions and work groups within the company. Meetings will be held monthly, and will be minuted. All Committee members will receive the required statutory training to provide them with the skills and competencies to function effectively in their roles. The details of the functioning of the Committee will be defined in a Communication and Consultation Procedure.

The OHS Committee will assist with the development and monitoring of safe work practices and systems, and discuss issues that affect the health, safety and welfare of all employees of Apex. Management representatives on the Committee will generally have the authority to respond to the Committee's recommendations. However, where issues need to be referred to higher authority, the Senior Management will respond to the Committee's recommendations within a timeframe agreed to with the OHS Committee.

How Employees will be consulted about OHS – other methods

Employees may be consulted about OHS in a variety of ways:

- Through direct discussion with their immediate manager or supervisor about any health and safety concerns that they have about the workplace
- Through conduct of formal Risk Assessments, Accident Investigations, Workplace Inspections and other Risk Management processes
- Through Toolbox Meetings
- Through referring a wider OHS issue to the OHS Committee.

How the Company will communicate relevant OHS information to employees

Relevant OHS information will be communicated to employees in a variety of ways, which may include:

- Through direct communication with their Manager, Supervisor and Team Leader
- Through Toolbox meetings
- Through electronic communication such as the company intranet
- Through use of posters / noticeboards in the workplace

Review of Consultation Arrangements

Apex Management and their employees have agreed that these OHS Consultation arrangements will be monitored and reviewed as necessary to ensure that consultation with all employees is effective and that all safety issues are being addressed.

Managing Director

Signature

Date

Employee Representative

Signature

Date