

1. Purpose

Apollo Property Group is committed to providing and maintaining a safe and healthy workplace for all workers and others who may be affected by our activities. This policy establishes the governance framework for managing work health and safety risks and sets Apollo's expectations for eliminating or, where not reasonably practicable, minimising risks to health and safety so far as is reasonably practicable.

This Policy supports Apollo's Integrated Management System (IMS) and aligns with applicable Work Health and Safety legislation, ISO 45001:2018 Occupational Health and Safety Management Systems, and Office of the Federal Safety Commissioner (OFSC) expectations.

2. Scope

This Policy is approved by the Board of Apollo Property Group Pty Ltd and applies to all Apollo Property Group personnel, including employees, contractors, directors, subcontractors, labour hire, offshore resources, temporary personnel, visitors and any other persons who may be affected by Apollo's work activities.

Apollo Group Services Pty Ltd (AGS), as the employing entity, adopts and is bound by the governance and compliance framework of Apollo Property Group.

This Policy applies to all Apollo workplaces, including offices, construction and project sites, client-controlled sites where Apollo has management or control, and any other locations where work is undertaken on behalf of Apollo.

3. Policy Statement

Apollo is committed to providing and maintaining a safe and healthy working environment, so far as is reasonably practicable, integrating work health and safety considerations into business planning, project delivery and operational decision making and to fulfilling its duties under applicable WHS legislation.

Apollo recognises that effective WHS management relies on strong leadership, consultation, proactive risk management (including physical and psychosocial hazards), and continual improvement of systems and practices.

The health, safety and wellbeing of workers, contractors, clients, visitors and the public is a fundamental business priority.

4. Work Health and Safety Management Framework

Apollo will implement, maintain and continuously improve a WHS Management System that includes:

- Consultation and communication with workers and their representatives on WHS matters.
- Systematic identification, assessment and control of workplace hazards and risks, including both initial and residual risk assessment.
- Management of WHS risks associated with construction activities, office-based work, client visits, and third-party controlled sites.
- Incident, injury and near-miss reporting, investigation and corrective action to identify root causes and implement measures to eliminate, or where elimination is not reasonably practicable, minimise the risk of recurrence so far as is as reasonably practicable.
- Identification, management and statutory notification of notifiable incidents in accordance with applicable WHS legislation, Federal Safety Commissioner (OFSC) requirements, including notification to the relevant Regulator where required.

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- Provision of training, instruction and supervision to support Apollo worker competence in WHS and operational requirements, with capability and performance subject to appropriate review and monitoring to inform continuous improvement of safe work practices.
- Maintenance of WHS objectives and performance measures, with processes to monitor, report, review and improve outcomes.
- Planned internal reviews, inspections and audits of WHS systems and controls
- Contractor and supplier engagement, including communication of WHS obligations.
- Maintenance of a WHS management system aligned with applicable WHS legislation, associated regulations and ISO 45001:2018.
- Development, maintenance and communication of WHS policies and procedures to workers and relevant third parties.
- Induction and maintenance of plant and equipment in accordance with manufacturer’s specifications and applicable requirements, with controls in place to prevent the use of unsafe or defective items.
- Provision for staff and enforcement of worker personal protective equipment (PPE) where this is required.
- Document control processes to ensure WHS information remains current and accessible.

5. Psychosocial Health and Safety

Apollo recognises that psychosocial hazards, including factors that may cause psychological harm, stress, fatigue or mental injury, are a core component of work health and safety.

Psychosocial risks are identified, assessed and managed as part of Apollo’s WHS risk management processes, in consultation with workers. This includes consideration of workload, work design, fatigue, workplace behaviour, exposure to traumatic events, and organisational change.

Detailed requirements and controls for managing psychosocial risks are addressed in Apollo’s Psychosocial Policy, Risk Registers, and supporting procedures, which operate in conjunction with this WHS Policy.

6. Governance, Roles & Responsibilities

Board of Directors

The Board has ultimate accountability for work health and safety governance and oversight, including ensuring appropriate resources, systems and monitoring arrangements are in place.

Officers

Officers of Apollo Property Group exercise due diligence in accordance with WHS legislation by ensuring the WHS Management System is implemented, risks are appropriately managed and WHS performance is monitored and reviewed.

HSEQ Manager

The HSEQ Manager is responsible for coordinating and overseeing the implementation and ongoing operation of Apollo’s WHS Management System, including providing specialist advice, supporting risk management activities, monitoring WHS performance, and supporting consultation, reporting and continuous improvement initiatives.

Managers and Supervisors

Managers and Supervisors are responsible for implementing WHS requirements within their areas of control, consulting with workers, identifying and managing WHS risks, ensuring appropriate supervision, and responding to WHS incidents and concerns.

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Workers and Other Persons

All workers and other persons at Apollo workplaces are required to:

- Take reasonable care for their own health and safety and that of others in the workplace
- Comply with this Policy, WHS procedures and reasonable instructions
- Use equipment and PPE as required
- Participate in consultation and training
- Report hazards, incidents and near misses
- Exercise the authority to stop work where there is an immediate and unmanaged risk to health or safety.

7. Consultation and Worker Participation

Apollo is committed to meaningful consultation with workers and their representatives (HSR) on WHS matters, including hazard identification, risk management, changes that may affect health and safety, and the development and review of WHS policies and procedures.

8. Continuous Improvement and Assurance

Apollo will maintain a program of continuous improvement and assurance supported by the analysis of incidents and near misses, internal inspections, audits and reviews, monitoring of WHS objectives and performance indicators, consideration of legislative, regulatory and industry developments, and lessons learned from projects and operational activities.

This Policy will be reviewed at least annually, or sooner if required due to changes in legislation, organisational structure, operations or identified WHS risks.

Authorised by



Leon Bowes
CEO & Chairman

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