

COMPANY POLICY

Work Safe Policy

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Review cycle: Annual

1. Policy statement

No load, deadline or target at Ignis Circular Ltd is ever more important than a person's safety. This Work Safe policy gives every employee, contractor and visiting driver at the Canford Recycling Centre the explicit authority — and the responsibility — to stop any task they reasonably believe is unsafe, without fear of criticism or reprisal.

2. The Work Safe standard

- STOP the task immediately if you believe it presents a danger to yourself or others — including unsafe plant movements, unguarded machinery, unstable stockpiles or suspected fire risk.
- MAKE SAFE the immediate area, isolating equipment where trained and authorised to do so.
- REPORT the situation to your supervisor or the Operations Director straight away.
- REVIEW — work does not resume until the risk has been assessed and controlled, and the person who stopped the task is included in that review.

3. Our commitment to you

- No employee will ever face disciplinary action, loss of pay or any other detriment for stopping work in good faith.
- Every Work Safe stop is logged and investigated, and lessons are shared across the team.
- Supervisors are trained to respond supportively; challenging a Work Safe stop dismissively is itself a breach of this policy.

4. Responsibilities

The Director sponsors this policy at board level and reviews every stop event. The Operations Director ensures it is briefed at induction and reinforced in toolbox talks. Everyone on site — employed or visiting — shares the duty to speak up and stop unsafe work. Reviewed annually.

Stephen Iddon

Stephen Iddon
Director, Ignis Circular Ltd

Signed: 1 July 2026

Reviewed: Annually