



## **Health and Safety Coordinator**

Hemlo Mining Corp. is a growing Canadian gold mining company focused on the responsible development and operation of the Hemlo Gold Mine in Northwestern Ontario.

If you thrive on challenge, collaboration, and meaningful work, Hemlo Mining Corp. offers rewarding opportunities. Our people are the foundation of our success, and we're looking for motivated, energetic individuals who are eager to learn, grow, and contribute to safe and efficient operations on all our properties. We support the professional aspirations of our team through training, development, and a comprehensive compensation package.

**Hemlo Mining Corp., operating near Marathon in Northwestern Ontario, currently has an opportunity for a:**

### **Health and Safety Coordinator**

#### **Position Description:**

To lead and maintain a proactive health and safety culture at the mine site by ensuring compliance with regulations, mitigating risks, and promoting continuous improvement in workplace safety, particularly in underground mining operations.

#### **Responsibilities:**

- Be a courageous safety leader, ensuring all workers have access to relevant safety information, training, medical support, protective devices, and procedures as required by the Occupational Health and Safety Act and company regulations.
- Conduct accident investigations, communicate as appropriate onsite, and ensure implementation of corrective actions and follow-up.
- Review and enhance accident prevention programs and the internal responsibility system.
- Observe employees to ensure safe work practices and methods are consistently followed.
- Investigate major injuries, property damage, and near-miss incidents, providing actionable recommendations.
- Respond to safety concerns, policies, and procedural inquiries from supervisors and workers.
- Coordinate and deliver health, safety, and prevention training as required.
- Maintain confidential files and statistics for WSIB, Ministry of Labour, and auditors.
- Enforce compliance with environmental, health, and safety acts, policies, and procedures.
- Ensure timely reporting, investigation, and remediation of hazards.
- Develop and update occupational health and safety systems, policies, procedures, and manuals.
- Provide regular safety performance reports and analysis to management.
- Conduct safety audits and inspections to ensure adherence to company and legislative standards.
- Update and maintain emergency procedures, training manuals, and policy documents.
- Follow up with injured employees to ensure a safe and timely return to work.

- Communicate frequently with management and staff regarding the health and safety program and related updates.
- Participate in daily safety meetings to address concerns and provide instructions.
- Maintain collaborative relationships across departments, including contractors.
- Promote occupational health and safety across the organization and provide information sessions as needed.
- Execute plans and hold self and others accountable for performance and deliverables.
- Other duties as assigned.

**Qualifications:**

- University degree or post-secondary diploma in Occupational Health & Safety or Environment **preferred**.
- 3-5 years of underground mining experience **required**.
- First responder experience **preferred**.
- Minimum of 5 years proven experience in occupational and/or process safety or environmental management in a heavy industry setting **required**.
- Experience in provincial legislation, industry best practices, and implementing HSE systems **preferred**.
- Strong problem-solving skills with a results-driven approach **required**.
- Proficient computer literacy, strong communication, and interpersonal skills **required**.
- Demonstrated leadership, management, and influencing abilities **required**.
- Capacity to execute plans effectively while fostering accountability and collaboration **required**.
- Ability to work in the underground, surface and mill environments **required**.

**What We Can Offer You**

- Base salary range from \$85,000 to \$115,000 per year, depending on experience and qualifications.
- Comprehensive compensation package including competitive bonuses, benefits, and pension contribution.
- Progressive career path with opportunities for advancement.
- Work in a dynamic, collaborative, and high-performing team.
- Access to experienced mining professionals for knowledge-sharing, mentorship, and skill-building.

**Equal Employment Opportunities**

- Hemlo Mining Corp. is committed to creating an inclusive, respectful workplace and is proud to be an equal opportunity employer.
- We operate on the traditional territory of Biigtigong Nishnaabeg and Netmizaaggamig Nishnaabeg and we are committed to fostering meaningful relationships and employment opportunities with Indigenous Peoples. First Nations, Inuit and Métis persons are encouraged to apply.
- We also welcome applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.



If you are interested in this position, submit your resume to [careers@hemlominig.com](mailto:careers@hemlominig.com).  
Be sure to include the position you are applying for in the subject line.

Artificial intelligence tools may be used to support parts of the recruitment process, such as resume screening or application management.

*Thank you for your application; however, only those selected for an interview will be contacted.*