



## JOB DESCRIPTION

<b>Job Title:</b>	Occupational Health Nurse	<b>Reports To:</b>	Human Resources and Community Relations Manager
<b>Department:</b>	Human Resources	<b>Direct Reports:</b>	None

### JOB PURPOSE

The Occupational Health Nurse is responsible for supporting the health, wellness, and occupational medicine programs for Hemlo Mining Corporation employees and contractors. This role provides primary occupational nursing care, manages medical surveillance programs, supports disability management, maintains emergency response readiness, leads workplace health and wellness initiatives, and promotes a safe and healthy work environment in compliance with legislative and company requirements.

### RESPONSIBILITIES

Primary responsibilities and tasks:

- Provide primary occupational nursing care, including assessment and treatment of workplace-related injuries and illnesses.
- Provide follow-up monitoring and care in support of return-to-work plans for employees and contractors with workplace-related injuries and illnesses.
- Coordinate and support short-term and long-term disability claims in collaboration with insurance providers, HR, employees, and other internal stakeholders.
- Support WSIB case management and return-to-work coordination, as required.
- Administer and maintain occupational medical surveillance programs, including hearing conservation, silica, lead, mercury, respiratory health, and return-to-work programs.
- Coordinate pre-employment, pre-placement, periodic, and legislated medical assessments.
- Monitor and follow up on drug and alcohol testing in accordance with company policy.
- Promote employee health and wellness initiatives across the site.
- Maintain accurate and confidential medical records and ensure compliance with applicable privacy legislation and professional standards.
- Respond to workplace medical emergencies and coordinate external medical services, when required.
- Maintain Occupational Health Centre equipment, medical supplies, rescue equipment, and AED inspections.
- Support and train site first responders and emergency response personnel.
- Assist with the development, implementation, and revision of occupational health policies and procedures.



- Collaborate with operations, leadership, HR, and external healthcare providers to support employee health and safety outcomes.
- Maintain compliance with applicable Ontario legislation, nursing standards, and company policies.
- Preference will be given to candidates certified to teach First Aid and CPR or willing to obtain instructor certification.
- Perform other related duties, as required.

## QUALIFICATIONS

- Registered Nurse (RN) in good standing with the College of Nurses of Ontario.
- Current membership with the Registered Nurses' Association of Ontario (RNAO) is considered an asset.
- Degree or diploma in Nursing from an accredited institution.
- Minimum 3–5 years of nursing experience, preferably in occupational health, industrial, mining, emergency, or acute care environments.
- Knowledge of occupational health programs, disability management, WSIB processes, and return-to-work practices.
- Experience with medical surveillance programs and workplace health legislation considered an asset.
- Audiometric Technician and Spirometry certification considered an asset.
- Current First Aid, CPR, and AED certification required.
- First Aid Instructor certification considered an asset.
- Strong communication, organizational, and interpersonal skills.
- High degree of professionalism, confidentiality, and discretion.
- Ability to work independently and collaboratively in a fast-paced mining environment.
- Proficient with Microsoft Office and electronic medical documentation systems.
- Valid Ontario Class G Driver's License.

## CORPORATE VALUES

### Zero Harm

Safety and sustainability are non-negotiable. We protect our people, communities, and the environment in every decision.

### Resilience

Challenges sharpen our edge and strengthen our resolve to deliver — no matter the environment.



### **Agility**

We move with conviction and precision. Our nimbleness allows us to capture opportunity and stay ahead of the curve.

### **Performance**

We measure ourselves by outcomes — operational, financial, and strategic. Results matter more than rhetoric.

### **Value Creation**

Everything we do must generate lasting value — for our shareholders, employees, partners, and stakeholders alike.

### **Owner Mentality**

We think and act like owners — accountable for every decision, focused on long-term value creation, and driven by measurable results.

### **Discipline**

We allocate capital based on data, not emotion. Discipline means challenging old thinking, rejecting complacency, and making bold, evidence-based decisions that drive sustainable growth.