

## Mine Health and Safety Coordinator

Trafigura Group has an immediate need for a qualified Mine Health & Safety Coordinator at its Myra Falls Mine on Vancouver Island, British Columbia. Myra Falls Mine is an underground mine operation located 90 km southwest of Campbell River, BC in the picturesque surroundings of Strathcona Provincial Park. Surrounded by mountains and lakes, the trip to the mine has some of the world's most impressive views

This is an onsite position and daily travel between the Campbell River/Courtenay area and the mine site is required. Bus transportation is provided. If you like to work with people in a working environment to deliver results, and you enjoy an active outdoor lifestyle of Vancouver Island's coastal life, this could be your opportunity.

### Make Myra Falls Mine your next career choice!

#### Responsibilities

Reporting to the Health and Safety Manager, the Mine Health and Safety Coordinator is responsible for the administration and coordination of site safety programs. You will help build, maintain, and update health and safety documentation and related systems while championing the proactive and preventative aspects of our safety programs.

- Develop and review health and safety rules, policies and procedures in accordance with site, company and government regulations and legislation
- Conduct inspections and audits to ensure that health and safety requirements and governmental legislation is being followed at all times
- Maintain, and report on, safety and health records and statistics
- Identify potentially hazardous situations and correct them
- Conduct field assurance audits for key risk controls to assess effectiveness
- Coordinate and participate in incident investigation reports, root cause analysis of incidents and effective corrective actions.
- Conduct health and safety orientations with newly hired employees and contractors
- Support supervision in conducting safety meetings, toolbox talks, and health and safety informational awareness sessions.
- Participate in the development and implementation of health and safety strategies, training programs, and procedures.
- Support site management to ensure the early and safe return to work for injured employees. Work with HR to support accommodation and modified work requirements.
- Assist and support supervisors in all site activities related to occupational health & safety.
- Support supervisors and personnel in the development of JHAs ensuring they have identified all hazards and have implemented the appropriate controls to conduct work in a safe manner.
- Manage safety document databases to ensure documents, investigations and contractor records are properly managed.

#### Requirements

- 5 or more years of experience in the Health & Safety field, in a similar role; in the mining industry
- An in-depth understanding of mine safety legislation and regulations
- Strong organizational skills, with ability to attend to detail, ensuring accuracy and timeliness
- Well-developed verbal and written communication skills
- Strong interpersonal skills, with ability to relate to persons at all levels with diverse educational, socioeconomic, and ethnic backgrounds
- Ability to influence and build collaborative relationships
- Self-motivated and a self-starter
- Experience with working in enterprise level health and safety data systems
- Proficiency in working with Microsoft office applications (Word, Excel, Power Point, Publisher, etc.)

Myra Falls Mine is a "dry camp", underground mine operation located 90 km southwest of Campbell River, BC in the picturesque surroundings of Strathcona Provincial Park. This is an onsite position. Relocation assistance to the Campbell River area may be available.

Interested candidates should send their resumes to [Myrafalls.Careers@myrafallsmine.com](mailto:Myrafalls.Careers@myrafallsmine.com). We thank all applicants for their interest; however, we are only able to contact those who have been shortlisted.