



KGHM Polska Miedź S.A is an International company that employs approximately 34,000 people around the world and has been a major copper and silver producer for more than 50 years. The Company is highly respected for being a reliable employer, that values employees and experts with technical and market experience. Following our best practices; policies of transparency, safety, security and ethics; considering our locally cherished values and Indigenous communities; as well as environment protection, we are among the leaders of conducting sustainable mining.

KGHM International is a wholly owned subsidiary of KGHM Polska Miedź S.A and its operating assets includes mines in Canada, US, and South America as well as the Ajax Project in Kamloops, British Columbia and the Victoria Project in Sudbury, Ontario. Our team-oriented environment and culture offers the continued opportunity to be challenged, to contribute, and to grow.

We are actively looking to fill the following full-time role based in the Greater City of Sudbury, Ontario.

- **Junior Health and Safety Coordinator – Posting ID 2025-05**

Scope of the role

Under the direction of the Health Safety and Environmental Superintendent, the Health and Safety Junior Coordinator role at the Victoria Project is to ensure a safe and healthy work environment for all employees by developing, implementing, and maintaining safety programs, conducting inspections, and investigating incidents, while also promoting a strong safety culture.

Specific Duties and Responsibilities

- Participate in the development and implementation of Health, Safety and Risk Management.

- Participate in the Health and Safety continuous improvement performance processes.
- Provide health, safety and training support to the Victoria Project team.
- Track, audit and schedule any required training (Mine Rescue, First Aid, Medicals, Working at Heights, etc.).
- Create training/orientation packages.
- Maintain training and orientation records, and upload all government related modules onto the Ontario Web Key Portal.
- Deliver contractor and new employee orientations as required.
- Maintain the HSIS (Health Safety Information System) in regards to training records, adding/updating of employee information.
- Maintain and update the documents and procedures database (Procedures, Investigation Recommendations, Legislated compliance, etc.).
- Assist the HS team in developing and implementing safety initiatives to help reduce workplace risk and improve efficiency.
- Assist with Mine Rescue related tasks (ordering of PPE, etc.).
- Perform workplace visits and inspections with intent to coach and mentor.
- Audit safety performance, evaluate safety culture, and promote a well-functioning IRS.
- Identify opportunities for HSE incident reductions and efficiency improvements.
- Track and maintain corrective actions to ensure compliance with leading indicators.
- Work towards employee and contractor understanding, acceptance, and compliance of Company policies and procedures.
- Review documentation and reports for injury and incident reporting and safety non-compliance. Prepare status reports on a regular basis.
- Such other duties as may be assigned from time to time.

Qualifications, Skills and Knowledge

- Previous experience in an administrative role.

- Previous experience working in a safety sensitive environment.
- Business Administration Certificate or combination of education and experience in a safety sensitive environment.
- Strong organizational skills and ability to communicate effectively.
- Maintain a high level of confidentiality.
- Accuracy and attention to detail are required.
- Ability to work with minimal supervision.
- Ability to multi-task and prioritize.
- Familiar with the Ontario Common Core program.
- Knowledge of Health and Safety best practices.
- A good understanding of the Internal Responsibility system (IRS).
- Highly knowledgeable in the OHS and pertinent Regulations.
- Working knowledge of health and safety related systems.
- Above average computer skills.
- Experienced in Microsoft Office.

Additional Information

- Shift Schedule - Monday to Friday Dayshift.

Competitive Compensation

Please forward your resume and cover letter with **Posting ID 2025-05** in the subject line to **sudbury.recruiting@ca.kghm.com**

For further information about KGHM visit our website at www.kghm.com. Only candidates selected for an interview will be contacted.

We welcome and encourage applications from people with disabilities. Accommodations are always available upon request for candidates taking part in all aspects of the selection process.