



Job Description

Title: Safety Coordinator	Reports to: Safety Manager
Status: Full Time	Location: Kellogg, ID
FLSA: Non-Exempt	Updated: 12/10/2024

Position Summary:

The Safety Coordinator is a courageous leader who helps the execution and support groups drive a proactive safety culture, coach and mentor ALL employees on safety and health best practices, and works collaboratively to advance the Bunker Hill values, policies, standards, and expectations. A Zero Accident culture is the only acceptable level of achievement.

Bunker Hill Core Values

- Behave like an owner
- Act with a sense of urgency
- Be a team player
- Continually Improve
- Deliver Results

Essential Functions:

- Supports employee engagement activities such as risk assessments and raising general safety awareness to employees, managers, contractors, and other stakeholders.
- Assist in planning, organizing, and implementing site safety programs and policies.
- Perform risk assessments and raise general safety awareness to employees, supervisors and management.
- Conducts safety audits, inspections, and critical control verifications to ensure a safe working environment and compliance with Bunker Hill Mining's policies and regulatory requirements.
- Identify and report health safety risks, accidents, incidents, injuries, and property damage.
- Inspects and evaluates work in progress, identifies any problem areas, and may direct remedial action.
- Assist with tracking compliance to ensure employees and contractors are following applicable Health and Safety rules, regulations, policies, and procedures.
- Assist with incident investigations and root cause analysis.
- Conducts health and safety orientations and trains staff on a variety of safety topics including: specialized safety training (e.g. confined space, LOTOTO) and Annual Refresher Training as needed.
- May assist with MSHA inspections and/or requests, and document regulated field activities.
- Assists with health and safety orientations, visit work sites and distributes literature to implement and promote safety policies and procedures.
- May assist with workers' compensation program administration, including monitoring claims, developing and administering loss prevention and rehabilitation management/monitoring programs.
- Participates in cross-functional teams, fosters working relationships site wide, and assist with low-level incident investigation and root cause analysis.
- Help drive and sustain the organization in achieving a Zero Accident Culture and sustained level of Performance.

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Key Result Areas & Measures

- Assist in developing, monitoring, and improving site safety procedures.
- Support the delivery of safety procedures including health and safety communications, awareness campaigns and reporting.
- Positive and effective working relationship with Production, Maintenance, and Supply Chain teams.
- Maintain excellent working relationships with BH personnel as well as external suppliers and contractors.

Key Competencies

- **Quality Communication:** Interacts with a wide variety of departments and key stakeholders both internal and external. Communicates in a clear and concise manner with all individuals across the organization, both written and oral.
- **Project Management:** Manage Safety & Health project item rollout and implementation as required.
- **Time Management:** Able to pace own work with minimal supervision. Capable of readjusting priorities when necessary.
- **Team Member / Contributing to Team Success:** Role is part of a larger organization – operations, safety, HR, supply, etc. – each person has a part to play to deliver the overall business objectives. Works seamlessly across other Divisions and Departments.
- **Drive / Facilitate Change:** As a safety team member, it is important to be able to adopt new ideas, improvements, and good practices; then implement that change in the workplace. Understands what it takes to manage and change a safety culture.
- **Planning and Organization:** Effectively prioritize and plan tasks based on changing demands and needs in a dynamic environment.
- **Maintain Work Standards:** Safety & Health demands high standards and expectations to drive to a Zero Accident work culture.
- **Focus on Quality:** Production follows safety so implementing high standards and quality Safety & Health will result in improved quality of other deliverables across the organization.

Training and Experience Required:

- MSHA Instructor Card (blue) required. Additionally, Instructor Underground (IU) and Mine Rescue Training (MM) certifications, preferred.
- High school diploma or GED and 4 years of Health & Safety or related experience, OR
- Associates degree and 2 years of Health & Safety or related experience, OR
- Bachelor’s degree in related field
- Ability to perform the essential functions of the position is required.

Skills and Abilities Preferred:

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- Demonstrated safety leadership is **required**.
- Demonstrated commitment to self-education.
- Excellent written and verbal communication skills.
- Experience in basic emergency management and incident investigations.
- Experience in mining and processing requirements and MSHA governance.
- Basic computer operation knowledge.
- Drive for continuous improvement and innovation.
- Industrial Hygiene knowledge, experience, background is desired.

Physical Demands/Work Environment

- Move head and neck repeatedly in up and down, side to side motion at various times throughout shift. Sit and turn head approximately 90 degrees to view driving direction while operating pedals with feet and steering with hands (if applicable).
- Stand, walk, kneel, reach, and/or sit for extended periods of time (up to an entire shift) on concrete, uneven, rock-strewn, wet, snowy, icy, muddy, slick ground or in various lighting while performing duties.
- Use depth perception and peripheral vision continuously during shift.
- Hear, see and smell various kinds of warnings such as audible alarms, voices, hand and light signals, and stench gas (if applicable).
- Wear required protective equipment including; steel toe shoes or boots, safety glasses, hard hat, welding leathers, welding goggles or shield, arc flash protection, fall protection, hearing protection and/or dual hearing protection and if applicable cap lamp, respirator and self-rescuer.
- Perform duties under conditions that may be hazardous including, extreme temperature, high humidity, moving equipment, moving mechanical parts, hot mechanical parts, and equipment traffic; and exposure to fumes, odors, dusts, gases, liquids, greases, and mists.
- Ability to read and write instructions and communicate information in one-on-one and group situations.
- This position requires the ability to regularly walk over uneven, sloped, rocky, wet or icy ground and the ability to lift 25 or more pounds consistently and safely.
- Shift work and irregular hours may be required.

Candidates from recruiting/staffing firms will not be accepted at this time.

Bunker Hill promotes a drug/alcohol-free work environment through mandatory pre-employment drug testing. To be considered for this position, please forward your resume to: hr@bunkerhillmining.com.