



## Health and Safety Coordinator

### Introduction

Snowline Gold Corp is a Yukon-based mineral exploration & development company focused on advancing our flagship resource and early-stage gold projects in the east-central Yukon. We are building a leading company fit for the future while aiming to set new standards in social and environmental responsibility.

### Why Join Snowline?

At Snowline, we offer not only the opportunity to be an integral part of one of the most exciting gold discoveries in recent times, but also to be part of a culture of inclusivity and collaboration where everyone can make a real difference.

### Details

The Health & Safety Coordinator supports the development and day-to-day administration of workplace health and safety programs. This site-based role assists with inspections, documentation, training coordination, and reporting while applying relevant safety legislation and best practices. The Coordinator works closely with site supervisors, employees, and senior Health Safety and Environmental (“HSE”) staff to promote a safe and compliant work environment.

**Location:** Remote field camp, east-central Yukon – 50-person camp.

**Schedule:** Rotational – 4 weeks on, 2 weeks off from mid-May to late September.

### Experience & Key Skills

- Experience in coordinating and implementing Health & Safety programs in exploration, mining or construction environments.
- A positive attitude and strong interpersonal, communication and leadership skills.
- A high level of attention to detail, word processing and digital data entry skills.
- Strong organizational skills with the ability to manage multiple priorities.
- Certificate, diploma, or coursework in Occupational Health & Safety or a related field would be considered an asset.
- 2-5 years of experience in a health and safety-related role.

### Key Tasks

#### Program Implementation & Support

- Implement and maintain organizational health, safety, and environmental (HSE) policies and procedures.
- Recommend updates to procedures based on observations, legislation, or industry best practices.
- Support safety initiatives and continuous improvement projects across all departments.

#### Inspections & Hazard Control

- Conduct regular site inspections, risk assessments, and safe work procedure reviews.



- Identify unsafe conditions and work practices, and recommend corrective and preventative actions.
- Monitor compliance with regulatory requirements.

#### **Incident Response & Investigations**

- Participate in incident investigations, including gathering statements, conducting root cause analysis, and drafting reports.
- Collaborate with supervisors to implement corrective actions.
- Monitor trends to identify recurring issues or improvement opportunities.

#### **Training & Orientation**

- Coordinate and deliver training sessions.
- Assist with the onboarding of new employees and provide H&S orientations.
- Maintain accurate training records and monitor upcoming certification expiries.

#### **Safety Committees & Communication**

- Act as a resource to Joint Health & Safety Committees, including participating in meetings and managing follow-ups.
- Prepare safety communications such as alerts, bulletins, and monthly reports.
- Support employee engagement through safety campaigns and participation in safety events.

#### **Emergency Preparedness**

- Monitor the maintenance of emergency response equipment (e.g., first aid kits, eyewash stations, fire extinguishers).
- Assist in organizing and evaluating emergency drills.
- Support updates to emergency response plans and procedures.

#### **Data Management & Reporting**

- Maintain safety documentation, logs, and databases with accuracy and confidentiality.
- Contribute to monthly and quarterly H&S metrics, dashboards, and leadership reports.
- Analyze data to identify patterns, risks, or areas for improvement.

#### **Application Process**

Candidates should submit their resumes to [careers@snowlinegold.com](mailto:careers@snowlinegold.com).