

**Job Title:** Health & Safety Manager  
**Department:** Health & Safety  
**Reports To:** General Manager  
**FLSA Status:** Exempt  
**Creation Date:** 08/21/17  
**Revision Date:** 09/01/17



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## **POSITION SUMMARY**

The Health and Safety Manager leads a competent crew of safety professionals and medical staff to provide expertise, guidance, health care services, and oversight of the safety and health management system so mine site employees, contractors, and visitors can work in a safe and productive work environment and go home unharmed at the end of each shift. Areas of responsibility include underground, mill, surface, exploration, and transportation operations and a dynamic emergency response program with an in-house state certified ambulance service.

## **SAFETY, HEALTH & ENVIRONMENTAL RESPONSIBILITIES AND ACCOUNTABILITIES**

*Include, but are not limited to:*

- Act on the authority of the Site General Manager in matters pertaining to safety and health that require resolution. Display 'Due Diligence' in safety and health matters and champion the implementation of the site Safety & Health Management System (SHMS).
- Ensuring a field presence at sites on a routine basis.
- Maintain the site Safety and Health Management database for incidents, investigations, hazards, near misses, action items from risk reviews, training and competency requirements.
- Execute the in-field governance function to assess the compliance of employees and contractors with the Hecla SHMS.
- Assist in the management, notification, investigation and reporting of incidents and hazards as required.
- Facilitate and participate in risk assessment and root cause analysis workshops.
- Lead by example, modelling the behavior expected from all employees toward performing work in a safe manner.
- Actively promote safety and health performance objectives to all levels of the organization.
- Research and implement the services of registered training organizations to provide training programs, as required.
- Audit, review, revise and issue subsequent versions of the SHMS.
- Develop, assist in the implementation of and review procedures routinely or as circumstances change.
- Oversee Occupational Health Management System to ensure employee patient encounters are logged, tracked, and reported.
- Minimize waste and prevent environmental pollution.
- Rehabilitate areas disturbed by mining and related activities.
- Review and approve/deny all chemical approval requests through Safety Data Sheet software- SiteHawk.
- Review and close/assign for investigation all incidents (injury, property damage, environmental) reported in EHS management software- Intalex.

## **ESSENTIAL FUNCTIONS**

### **Leadership Competencies**

- Leads in the development, implementation and administration of a comprehensive occupational health and safety plan to promote health and safety policies and procedures.
- Works with federal, state, local regulatory agencies to stay apprised of regulatory laws. Ensures that all Greens Creek operational activities are in accordance with the safety, health and environmental standards and regulations set forth by HGCMC and federal, state and local regulatory agencies.
- Works with various stakeholders to ensure accident and near-miss incident investigations are conducted on a timely basis, and that effective assessment and analysis, identification of corrective action, and desired follow-up are achieved. Provides support and expertise in identifying site risks and hazards, and provides recommendations on appropriate actions to mitigate risks.
- Oversees and directs all required Health and Safety training for Greens Creek safety personnel, managers, employees and contractors, including the maintenance of company and regulatory records and files.
- Coordinates internal audits and inspections of Greens Creek operations, for compliance with company and regulatory Health and Safety requirements, provide recommendations and conduct programs to mitigate gaps in compliance, and follow up to make sure that non-compliance issues are corrected in timely fashion.

- Oversees the administration of the Workers' Compensation Program by working closely with insurance carriers and treating physicians to minimize employee lost time and claim costs. Liaison with insurance carrier's site inspections and risk mitigation.
- Compiles and submits accident reports and safety activity statistics required by regulatory agencies such as MSHA, Workers' Compensation Claims Adjusters, and Company staff.
- Ensures that medical and emergency response needs are effectively addressed and administered including effective emergency response teams such as mine rescue and surface rescue teams.
- Oversees occupational health surveillance program (sampling, sampling data analysis, and employee notification); provide recommendations on how to reduce identified exposures and ensure compliance with regulations and company standards.
- Ensure the integration of health and safety measures into all new processes, equipment, and contract work.
- Builds, develops and manages a team capable of carrying out Health and Safety strategies, focusing on continuous improvement that ensures talented, motivated and productive team members are recruited and retained.
- Member of senior management team and as such, has important support/team role for the entire business in addition to the primary responsibility of the Health and Safety Department.
- Possible incident commander for health and safety related incidents.

## **Departmental Responsibilities**

- Must possess superior organizational skills to plan, monitor and adjust to dynamic operating issues.
- Must have excellent ability to gather, analyze, and report information; as well as, maintain organized and current files.
- Must possess expertise in emergency management and the incident command system, knowledge and proficiency for evaluating and mitigating occupational exposures, hazard recognition and mitigation, risk management, and contractor management.
- Must be a leader with a clear vision and possess the ability to inspire, influence and direct people through positive example.
- Must possess excellent communication skills in oral, written, presentation, and training formats.
- Exceptional interpersonal skills and a proven ability to build consensus utilizing a people-oriented approach is essential.
- Must be willing to aggressively address problems; assume ownership of issues and provide solutions.
- Must be self-directed and self-motivated, demonstrating a high level of professionalism, ethics, confidence and a commitment to a team approach. Must set personal ethical standards at a high level and interact with others at all levels within the organization in a manner that instills similar values.
- Possesses and demonstrates a genuine ability to work cooperatively with others as part of a team, and encourage collaboration, trust and openness among employees. Must have the ability to develop a cohesive team and empower employees within the organization to perform to their maximum capabilities.
- Must have well-developed management and supervisory skills and a proven ability to develop subordinates, interpret, and respond to other people's concerns, motives, and behaviors, and accurately recognize strengths and limitations in subordinates.
- Must have a working knowledge and expertise of key regulatory and guidance documents applicable to metal and non-metal mines including: 30 CFR, ATF, HazCom OSHA, and CORESafety.

## **QUALIFICATIONS**

### **Education and/or Experience**

- Bachelor's degree in health, safety, and eight or more years related experience and/or training is preferred; or significant experience and diverse background in health and safety related fields required.
- Prior supervisory experience and MSHA instructor certification required.
- Experience in underground mining and professional certification in safety and health is strongly preferred i.e., Associate Safety Professional (ASP) and/or Certified Safety Professional (CSP) and/or Certified Mine Safety Professional (CMSP) certifications.
- Ability to obtain ATF Possessor's Clearance

### **Other Qualifications**

Pass a pre-employment physical and drug screen

Pass a position-specific physical demands assessment

### **PHYSICAL DEMANDS**

While performing the duties of this job, employees may be frequently required to stand, walk, or sit for extended periods of time; use hand and fingers to handle or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl. The employee must be able to talk and hear.

JOB TASK	TEST ACTIVITY	COMMENTS
Walking - Incline	Treadmill Level – 3 min. 10% grade 1 min. 12% grade- 1 min. 15% grade – 1 min.	Work areas
Balance uneven surfaces	Airex-SLS or balance board 30 sec.	Uneven surfaces
Carry 25lbs. 50 ft.	Weighted crate trial - lift and carry 1: 15lbs. – 1 rep. 2: 25lbs. – 1 rep.	Office supplies
Carry 50 lbs. 20 ft.	Weighted crate trial - lift and carry 1: 35lbs. – 1 rep. 2: 50lbs. – 1 rep.	Office supplies
Lift 25lbs. Floor to waist	Weighted crate trial 1: 15lbs. – 3 reps. 2: 25lbs. – 3 reps.	Office supplies
Lift 50lb. Floor to waist	Weighted crate trial 1: 35lbs. – 1 rep. 2: 50lbs. – 1 rep.	Office supplies
Reach Knee to shoulder		General duties

### Other Physical Demands

#### Vision:

- Able to judge distances and spatial relationships to avoid accidents while driving and walking underground.
- Have clarity of vision while operating vehicles.
- Have clarity of vision for distances while navigating within the mine and access roads efficiently and safely.
- Able to adjust varying points of reference while safely navigating the terrain, maintaining awareness of traffic, and operating tools and machinery.
- Able to identify vehicles, machinery, and people in peripheral vision.

#### Speaking:

- Able to clearly communicate with all levels of employees on the radio and in person.

#### Hearing:

- Must wear hearing protection while working in noisy areas.

### WORK ENVIRONMENT & JOB SCHEDULE

Employees may be frequently exposed to underground work environments; outside weather conditions, wet and/or humid conditions; extreme cold, extreme heat, potentially hazardous wildlife; moving mechanical parts; high precarious places; fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in most work environments is usually very loud. This position may occasionally require work on nights or weekends.

### ABOUT US

#### Greens Creek

The Greens Creek Mine, located on Admiralty Island, 18 miles south of Juneau, is an underground polymetallic mine employing approximately 425 people. The mine is owned and operated by Hecla Mining Company, headquartered in Coeur d'Alene, Idaho. Established in 1891, Hecla has a rich history as a distinguished and respected precious metals producer. Winner of numerous safety and environmental awards, Greens Creek is seeking new team members committed to professional growth and success.

#### Community

Juneau, Alaska's capital, is the third largest city in the state. Like Alaska, Juneau is full of contrasts, a sophisticated cosmopolitan city in the heart of the Tongass National Forest. Nestled at the base of mountains overlooking the Gastineau Channel, Juneau is surrounded by intercoastal waterways, lush rain forests, rugged mountainsides, and awe-inspiring glaciers. This small city has it all, the adventure of the "last frontier" as well as a good education system, year-round cultural and sports activities, a wide variety of entertainment, world class fishing and wildlife viewing, temperate weather, and a strong sense of community. Juneau is rich in mining history and Greens Creek is proud to contribute to that heritage by operating in a safe and environmentally responsible manner.

**Compensation & Benefits**

Hecla Greens Creek offers competitive pay based on experience and an excellent low-cost benefits package for medical, prescription, dental, and vision insurance as well as other coverages such as disability coverage and life insurance. Retirement benefits include a pension plan and 401(k) with company match.

**APPLICATIONS & RESUMES**

Applicants must possess current authorization to work in the United States. Resumes are welcome but **must be attached to an application form**. Applications are available at the Juneau Job Center or <http://www.hecla-mining.com/careers/>. Completed applications should be forwarded to:

**Juneau Job Center  
10002 Glacier Hwy #200  
Juneau, Alaska 99801  
Phone: 907.465.4562  
Fax: 907.465.2984**

**Hecla Greens Creek is an Equal Opportunity Employer.  
Please visit Hecla's website at [www.hecla-mining.com](http://www.hecla-mining.com)  
and our recruiting page at  
<http://www.hecla-mining.com/careers/>**

**ACKNOWLEDGMENT**

I have received my job description and understand I will be evaluated on the requirements of the Health & Safety Manager position.

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Signature and Date

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Printed Name