



## **OHS Coordinator (18-month term)**

**Kamloops, BC**

### **Position Overview:**

At Molycop, we value and empower our employees because your success is our success. We've built a business culture that seeks to employ diverse, talented, and dedicated men and women that continue to learn and grow with us to create a better future. Through nurturing potential and offering world-wide opportunities, we believe everyone at Molycop has the chance to be fulfilled in their job.

Reporting to the OHS Manager, the OHS Coordinator supports the site's health and safety programs through training coordination, documentation control, safety communication, and field-level support. This role helps maintain compliance, strengthen safety culture, and ensure consistent execution of safety processes across the operation.

This is a temporary, full-time position expected to last until December 31, 2027.

### **Responsibilities:**

- Coordinate and track safety training; maintain the training matrix.
- Conduct site inspections, hazard assessments, safety observations, and audit Take 5's.
- Attend monthly crew safety talks and support toolbox talks.
- Manage safety documents, including lockout procedures, safety cards, contractor files, and incident documentation.
- Assist with incident reporting, evidence collection, and follow-up actions.
- Maintain and distribute orientation materials and competency exams.
- Organize and maintain safety cabinets and supplies (locks, PPE, respiratory protection, etc.).
- Monitor safety observation cards and track corrective actions.
- Support implementation of new safety programs and audit requirements.
- Provide safety support for shutdown planning.
- Maintain safety communication screens, boards, posters, and email updates.

### **Qualifications:**

- Education or training in Occupational Health & Safety, or equivalent experience.
- 1–2 years of experience in a safety or industrial support role.
- Experience working in an industrial environment, including exposure to cranes, mobile equipment, and heavy machinery.
- Working knowledge of WorkSafeBC legislation and applicable regulatory requirements.
- Strong understanding of safety practices and documentation requirements.
- Proficient with Microsoft Office and comfortable with digital systems.
- Excellent communication, organization, and attention to detail.
- Ability to perform field inspections and work collaboratively across the site.

We thank all applicants who apply but only those selected for interview will be contacted.