



**Job Description**  
**Environmental Health Safety and Sustainability Coordinator**

Doc# AVL-JDEHSSC

Issue Date: October 2011

Revision# 001

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**Position Title:** Environmental Health Safety and Sustainability Coordinator  
**Department:** Operations / Environmental Health Safety and Sustainability  
**Location:** Delta, BC based with occasional local travel including the project site and corporate office  
**Reports To:** Vice President, Environmental Health Safety and Sustainability

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**General Accountability:**


This position will provide full time environmental health and safety support to the operations and will ensure that all practices are in compliance. The position will be responsible for coordinating regulatory programs and its permitting applications. Support the development and coordination of training programs in support of our Exploration Camp and, as it is built to support the construction development of a new underground rare metals operation in Northwest Territories.

**Objectives:**

- Zero tolerance in all aspects of Environmental Health Safety and Sustainability;
- Manage the EHSS program through a methodology based on leading indicators and actions;
- Create, develop, and manage current safety systems;
- Create, develop, and manage environmental policies and procedures;
- Comply with all permitting and licensing requirements

**Primary Responsibilities:**

- Practice safe working techniques and re-enforce the safety policies, guidelines, and procedures as set out by the Company.
- Provide daily guidance and direction in EHSS programs at the employee / supervisor level to ensure a common and effective approach;
- Responsible for assisting in the identification of possible losses; evaluating the risk in such loss exposure;
- Develop and implement preventative and corrective action plans to ensure its leading effectiveness;
- Ensure that external contractors are in compliance with Avalon policies and safety requirements;
- Maintain and update SOP's for all safe work practices and equipment;
- Provide advice, assist, and audit line management to ensure that effective EHSS is implemented and working;
- Perform and contribute to the Site Training Plans by conducting employee orientations; emergency response training; and coordination of modular training programs for the Operation;
- Ensure inspections by regulatory agencies are coordinated and deficiencies minimized and corrected;
- Coordinate with VP, EHSS and General Manager on facility deficiencies and monthly safety inspections;
- Maintain all logs and documentation associated with permits and regulatory requirements;
- Develop and assist with maintaining the Site Preparedness and Emergency Plans & Procedures;
- Review accidents and incidents which occur in the area of responsibility and conduct field audits, reporting and managing the corrective actions;
- Develop environmental plans and programs prior to Environmental Assessment process such as air quality, hazardous materials, site waste, water, wildlife and socioeconomic agreement programs;
- Responsible for coordinating regulatory programs and its applications and help support the compliance process; supporting and providing relief for the environmental department;
- Accountable for researching and writing permit applications and work with environmental group and be compliant in completing permit reporting requirements;
- Maintain strong working relationships with Regulatory Agencies and chair or co- chair and lead the Safety Committee for the Operation;
- Manage Team Base Risk Assessments and the process and regularly conduct training needs analysis;
- Lead the Emergency Response Team and comply with all Company policies and procedures;
- The above duties and responsibilities are representative of the nature and level of work assigned and are not necessarily all-inclusive.

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**Education and Training:**

- Minimum of five years' experience in Environmental Health and Safety role.
- Minimum of five years total mining experience would be an asset.
- Experience with surface drill operations and be familiar with exploration camp facilities. Previous experience working with Aboriginal communities is an asset.
- Intermediate computer skills (e.g. MS Office including Excel and Word) are essential. Excellent written and verbal skills
- Has or willing to obtain NWT Mine Rescue Certificate
- Work rotational shifts during exploration and operational season.
- The rotations will be discussed upon successful hire and may change as the Project develops.

**Core Competencies:**

- Team player and able to build and maintain relationships both internal and external.
- Flexible to change and open to constructive feedback.
- Strong written and verbal communication skills.
- Strong organizational and interpersonal skills.
- Able to work independently with minimal supervision.