



Health and Safety Specialist

Report to: SCP Director, Health and Safety

Department: Health and Safety

Location: Casa Grande, Arizona

About Ivanhoe Electric Inc.

We are a United States-domiciled minerals exploration company with a focus on developing mines from mineral deposits principally located in the United States. We seek to support American supply chain independence by finding and delivering copper and other critical metals vital to advanced manufacturing, infrastructure development, technology, and national security. We use our powerful Typhoon™ geophysical surveying system, together with advanced data analytics provided by our 94.3%-owned subsidiary, Computational Geosciences Inc. ("CGI"), to accelerate and de-risk the mineral exploration process as we seek to discover new deposits of critical metals that may otherwise be undetectable with traditional exploration technologies. We believe the United States is significantly underexplored and has the potential to yield major new discoveries of critical metals. Our mineral exploration efforts focus on copper as well as other metals, including nickel, cobalt, platinum group elements, gold, and silver. Through the advancement of our portfolio of critical metals exploration projects, headlined by the Santa Cruz Copper Project in Arizona, we intend to contribute to domestic supply by developing resources that support industrial and strategic sectors. We also operate a 50/50 joint venture with Saudi Arabian Mining Company ("Maaden") to explore for minerals on ~48,500 km² of underexplored Arabian Shield in Saudi Arabia. Finally, in 2024, we established an exploration alliance with BHP Mineral Resources Inc. ("BHP"), a subsidiary of BHP Group Limited, to search for critical minerals in the United States.

Job Summary

Reporting to the Director of Health & Safety at a growing and developing mine site, the Health & Safety Specialist supports the implementation and execution of the company's Health & Safety Management System by working closely with field operations, construction teams, and contractors to promote healthy, safe work practices and ensure compliance with regulatory and company standards.

This role is integral to the development, implementation, and continuous improvement of health & safety documentation and technology-based systems. The Specialist is responsible for translating operational risks, field conditions, and regulatory requirements into clear, accurate, and practical procedures, tools, and training materials that enable safe and consistent execution of work.

Success in this role requires a highly detail-oriented individual with strong technical writing capability and the ability to lead the use and adoption of HSE systems and tools. Through active field engagement and system integration, the Specialist supports the culture of Zero Harm and Zero Serious Injury & Fatality (Zero SIF) by ensuring that work is well-defined, understood, and executed healthily and safely.

Working across departments, the role supports onboarding, competency assurance, and field verification processes and acts as a key link between field operations, HSE systems, and documentation.

Duties and Responsibilities:

Construction Readiness & Documentation

- Lead development and implementation of construction-ready health & safety documentation (SOPs, procedures, checklists, field tools)
- Translate operational requirements, risks, and field activities into clear, accurate, and practical documentation
- Ensure alignment with Health & Safety Management System, assurance processes, and regulatory requirements
- Establish and maintain consistency, quality, and usability of safety documentation across the project
- Support rollout, field adoption, and continuous improvement of procedures and tools

HSE Systems & Technology Integration

- Support implementation and effective use of HSE systems, including document control, training, and reporting tools
- Lead adoption of digital tools and processes within the Health & Safety function
- Ensure documentation, training, and reporting systems are aligned and function effectively
- Identify opportunities to improve efficiency, accuracy, and usability through technology

Field Engagement, Verification & Continuous Improvement

- Engage with employees, supervisors, and contractors to promote safe work practices and hazard awareness
- Conduct field observations to verify work is performed in accordance with procedures and expectations
- Identify gaps between planned work and actual execution and support corrective actions
- Use field feedback, incidents, and observations to improve documentation, controls, and systems

Training & Workforce Integration

- Support development and delivery of training programs, onboarding, and orientations
- Assist in maintaining training materials and competency frameworks
- Deliver or support toolbox talks and field safety communications
- Supporting contractor onboarding and alignment with company health & safety expectations



Compliance, Records & Reporting

- Support compliance with MSHA, OSHA, and applicable regulatory requirements
- Maintain accurate and detailed records for training, inspections, and incidents
- Contribute to reports, KPIs, and health and safety metrics
- Participate in audits and inspections and support the timely closure of findings

Risk Management & Incident Support

- Participate in hazard identification, inspections, and risk assessments
- Assist in tracking corrective and preventive actions to completion
- Contribute to the analysis of trends and leading indicators

Leadership & Safety Culture

- Promote a culture of Zero Harm and Zero Serious Injury & Fatality (Zero SIF)
- Demonstrate exceptional attention to detail and commitment to safe work practices
- Communicate clearly and effectively across all levels of the organization
- Lead by example in maintaining a healthy, safe, respectful, and accountable work environment

Skills and Experience Required:

- Strong technical writing skills with the ability to develop clear, structured, and practical documentation
- Exceptional attention to detail and accuracy in documentation and reporting
- Ability to translate field conditions and technical requirements into usable procedures and tools
- Strong organizational skills and ability to manage multiple priorities
- Effective communication and interpersonal skills across field and office environments
- Problem-solving mindset with ability to identify risks and support solutions

Qualifications:**Education & Experience**

- Bachelor's degree in Technical Writing, Communications, Engineering, Information Systems, or a related field preferred
- 1–3+ years of experience in technical writing, document development, or similar roles in technical or industrial environments
- Demonstrated ability to develop clear, structured documentation such as procedures, work instructions, or training materials
- Experience working with digital platforms such as document control systems, Learning Management Systems (LMS), SharePoint, or similar tools

Technical Knowledge

- Familiarity with MSHA, OSHA, or similar regulations is an asset
- Expert in Microsoft 365
- Experience with learning management systems, document control, or HSE systems is beneficial



Skills & Abilities

- Strong technical writing skills with the ability to develop clear, structured, and practical documentation
- Exceptional attention to detail and accuracy in documentation and reporting
- Ability to translate field conditions and technical requirements into usable procedures and tools
- Strong organizational skills and ability to manage multiple priorities
- Effective communication and interpersonal skills across field and office environments
- Problem-solving mindset with ability to identify risks and support solutions

Personal Attributes

- Strong ownership and accountability for the quality of work outputs
- Willingness to work in the field and engage with operations
- Adaptable and able to perform in a fast-paced, evolving project environment

Work Environment & Requirements

- Ability to travel to the project site as required
- Ability to work in active construction and mining environments (terrain, weather, PPE requirements)

Additional Expectations

- Commitment to high-quality documentation, training, and verified competency
- Understanding of how procedures and competency support Zero SIF, particularly during construction
- Ability to work effectively in fast-paced environments while maintaining precision and accuracy
- Strong relationship-building skills across employees, contractors, and teams
- Commitment to a healthy, safe, inclusive, and high-performance culture
- Willingness to support evolving project needs

Diversity Statements:

Ivanhoe Electric is an equal opportunity employer that recognizes the value of a diverse workforce. All suitably qualified applicants will receive consideration for employment on the basis of objective criteria and without regard to the following (which is a non-exhaustive list): race, color, age, religion, gender, national origin, disability, sexual orientation, gender identity, or other characteristics in accordance with the relevant governing laws.

The Company offers a professional and entrepreneurial office environment and the opportunity to work and grow with talented colleagues. The Company offers competitive compensation and an employee benefits package. Please forward your resume, cover letter with salary expectations, and references to Human Resources at humanresources@ivanhoeelectric.com.

