# Deputy Health & Safety (H&S) Manager

| STAFF REQUISITION | | | |
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| **SITE:** | ☒ MINE ☐ FREETOWN | | |
| **DEPARTMENT:** | **HEALTH AND SAFETY (H&S)** | **DURATION OF CONTRACT: 1 year renewable to performance and project need** | |
| **REQUIRED NUMBER:** | **1** | **REQUIRED DATE: TBC** | |
| **ADVERTISING:** | ☐ INTERNAL ☐ LOCAL ☐ NATIONAL ☒ INTERNATIONAL | | |
| **POSITION OF TRUST:** | ☒ YES ☐ NO | **POSITION GRADE:** | RESERVED TO HR |
| **UPDATED BY:** | | | |

## JOB DESCRIPTION

### Role Purpose

The Deputy H&S Manager supports the H&S Manager in the leadership, development, implementation, and continuous improvement of FG Gold's Health and Safety management systems, and deputises for the H&S Manager in their absence. The role ensures that all mining, processing, maintenance, and infrastructure activities are conducted safely and in full compliance with regulatory requirements, international mining standards, and corporate governance frameworks. The Deputy H&S Manager leads day-to-day Health and Safety operations on site and drives the development of a strong safety culture and proactive risk management practices across the operation. The role includes authority to stop work where an imminent or unacceptable risk is identified, and to ensure work resumes only when required controls have been implemented and the appropriate operational authorisation has been obtained.

### Key Areas of Responsibility & Duties

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| *Key Area:* **Health & Safety Leadership and Risk Management**<br><br>*Duties:* | • Deputise for the H&S Manager in their absence, exercising delegated authority for site Health and Safety decisions and escalation.<br>• Provide visible leadership to promote a proactive and accountable safety culture.<br>• Support the development, implementation, and review of the Health and Safety Management System.<br>• Lead hazard identification, risk assessments, and the implementation of risk controls.<br>• Ensure incident reporting, investigation, and root cause analysis, and track corrective actions to closure.<br>• Conduct inspections, audits, and workplace monitoring.<br>• Implement contractor safety management systems and verify contractor compliance.<br>• Promote workforce engagement through safety initiatives.<br>• Stop or suspend unsafe work where necessary, communicate the risk to the responsible operational leader and verify that required controls are in place before recommending or authorising restart within delegated authority. |
| *Key Area:* **Incident Reporting, Investigation and Organisational Learning**<br><br>*Duties:* | • Ensure incidents, near misses and high-potential events are reported, classified, investigated and communicated in accordance with approved procedures and applicable legal requirements.<br>• Lead or coordinate investigations into serious incidents and high-potential events as assigned, using suitable investigation and root-cause analysis methods.<br>• Identify immediate, underlying and organizational contributing factors, including deficiencies in procedures, supervision, equipment, training and critical controls. |

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| | • Ensure corrective and preventive actions address causes and control weaknesses, have accountable owners and due dates, and are verified for effectiveness before closure.<br>• Monitor overdue actions, recurring events and repeat control failures; escalate significant or overdue risks to the H&S Manager and relevant management.<br>• Share lessons learned across departments and contractors and assess whether relevant lessons from external incidents apply to FG Gold's operations. |
| *Key Area:* **Regulatory Compliance and Governance**<br><br>*Duties:* | • Ensure compliance with mining laws and labour safety requirements.<br>• Maintain compliance registers, permits, and reporting systems.<br>• Coordinate periodic legal compliance evaluations and track gaps through to closure.<br>• Support HSE policy and procedure development.<br>• Advise management on compliance risks.<br>• Advise the H&S Manager and operational management of significant compliance risks, emerging issues and required escalations.<br>• Maintain accurate and accessible H&S records and reports in accordance with document-control and record-retention requirements. |
| *Key Area:* **Emergency Response & Crisis Management**<br><br>*Duties:* | • Support the development and maintenance of emergency response plans.<br>• Ensure Emergency Response Team readiness, training, and equipment, in coordination with the Emergency Response Coordinator.<br>• Participate in and oversee drills and simulations, and ensure findings are actioned.<br>• Lead the site Health and Safety response during emergencies in the absence of the H&S Manager, and coordinate with emergency services.<br>• Support preparedness for credible site emergencies, including medical emergencies, serious injuries, fires, explosions, vehicle incidents and other scenarios identified in the site risk assessment.<br>• Coordinate with external emergency services and relevant authorities as required.<br>• During an emergency, perform the H&S leadership, advisory or incident-management role assigned under the approved Incident Command System and Emergency Response Plan; avoid conflict with designated incident command responsibilities.<br>• Support post-emergency reviews and verify implementation of agreed improvements. |
| *Key Area:* **Contractor and Operational H&S Assurance**<br><br>*Duties:* | • Implement and monitor contractor H&S management requirements through mobilisation, induction, work planning, execution and demobilisation.<br>• Verify that contractors provide suitable risk assessments, method statements, competent personnel, required permits and appropriate supervision before high-risk work begins.<br>• Conduct field inspections and performance reviews to verify contractor compliance and the effectiveness of controls.<br>• Work with operational leaders to address contractor non-compliance, repeated deficiencies and unsafe work practices.<br>• Promote consistent H&S expectations across FG Gold employees, contractors and subcontractors, while maintaining operational management's accountability for the safety of their activities. |
| *Key Area:* **HSE Training and Workforce Management** | • Implement HSE training programmes.<br>• Ensure competency for high-risk work.<br>• Integrate safety into workforce development.<br>• Encourage hazard and near-miss reporting. |

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| *Duties:* | • Supervise, coach, and develop HSE Superintendents and Safety Officers in accordance with the approved organisation structure and delegated responsibilities.<br>• Support operational supervisors and managers in understanding and fulfilling their H&S leadership and risk-management responsibilities.<br>• Evaluate the effectiveness of training and workforce engagement activities and recommend improvements. |
| *Key Area:* **Performance Monitoring and Continuous Improvement**<br><br>*Duties:* | • Monitor safety performance indicators.<br>• Prepare Health and Safety reports for management.<br>• Analyse incidents and trends.<br>• Drive continuous improvement.<br>• Ensure the reporting process encourages timely, accurate reporting of incidents and near misses and does not discourage reporting.<br>• Contribute to management reviews, risk reviews, H&S committee meetings and improvement initiatives as required. |

**Expectations in terms of sustainable development, occupational health and safety, and local content**

Demonstrate leadership in safety, promote a zero-harm culture which is embedded in Safely Home Every Day (SHED) Culture and contribute positively to workforce development and community safety in line with FG Gold's Local Content requirements.

**Qualifications & Skill Requirements**

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| **MINIMUM QUALIFICATIONS, FORMAL EDUCATION, CERTIFICATIONS, OR EQUIVALENTS** | • **Bachelor's degree** in Occupational Health & Safety, Mining Engineering, or related field.<br>• **Professional certification** (NEBOSH, IOSH or equivalent at a level suitable for a senior operational H&S role). |
| **WORKING EXPERIENCE – NATURE & LENGTH** | • 8–10 years in HSE management in mining or heavy industry.<br>• 3+ years in senior or supervisory HSE leadership.<br>• Operational mining experience is strongly preferred; experience in open-pit mining and construction or project environments is an advantage.<br>• Demonstrated experience in H&S management systems, contractor assurance, risk assessment, incident investigation, audits, emergency preparedness and regulatory compliance.<br>• Experience leading, coaching or developing HSE personnel and influencing operational management. |
| **ADDITIONAL QUALIFICATIONS – COMPETENCY REQUIREMENTS (LANGUAGES, COMPUTER SKILLS...)** | • Strong leadership and stakeholder management.<br>• Advanced risk management and investigation skills.<br>• Knowledge of mining regulations.<br>• Ability to influence safety culture.<br>• Ability to act decisively with delegated authority.<br>• Proficiency in MS Office and reporting systems.<br>• Emergency preparedness, response coordination and exercise evaluation.<br>• H&S performance analysis, reporting and use of relevant management systems.<br>• Strong leadership, communication, stakeholder engagement, coaching and conflict-resolution skills.<br>• Ability to make timely decisions, exercise delegated authority and escalate significant risks. |

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| | • Proficiency in Microsoft Office and relevant H&S reporting or management systems. |

| **Hierarchy Relationship** | | |
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| **REPORTS TO (TITLE):** | **H&S (Health & Safety) Manager** | |
| **DIRECT RELATIONSHIPS:** | **EXTERNAL:** | **INTERNAL:** |
| **KEY INTERNAL AND EXTERNAL RELATIONSHIPS** | Government regulatory authorities<br>Environmental agencies<br>Emergency response services<br>HSE consultants and auditors<br>Community representatives | Executive management<br>Mining operations<br>Processing<br>Maintenance<br>Human resources<br>Compliance<br>Security |
| **SUPERVISES TO (TITLE):** | **HSE Superintendents, Safety Officers, Environmental Specialists, Emergency Response Team (by delegation from the H&S Manager)** | |

**Key Performance Indicators (KPIs)**

General areas of KPIs

- ***TRIFR, LTIFR***
- ***Audit outcomes***
- ***Contractor compliance***
- ***Emergency readiness***
- ***Workforce engagement***
- ***Incident investigation and corrective action closure***

*The specific KPIs will be agreed upon with the individual during their target-setting session.*

**Working Environment**

Predominantly site-based role located at the mine. Exposure to operational mining environments with regular interaction with contractors and regulatory authorities. The role acts as the senior Health and Safety representative on site in the absence of the H&S Manager.

| **EQUIPMENT REQUISITION** | | | |
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| **IT:** | ☒ DESKTOP | ☒ LAPTOP | ☒ MOUSE |
| | ☒ ADDITIONAL SCREEN | ☒ ACCESS TO SCANNER | ☒ ACCESS TO THE SERVER |
| **SOFTWARE:** | ☒ MS OFFICE | ☒ E-MAIL | ☒ NITRO PRO |
| | ☒ HSE MANAGEMENT SYSTEM | ☐ OTHER: | |
| **PHONE:** | ☒ SIM CARD | ☒ PHONE | ☒ PHONE CREDIT |
| **OTHERS:** | ☒ BUSINESS CARDS | ☒ OFFICE KEYS | |

| **APPROVALS:** | **LEVEL:** | **SIGNATURE:** | **NAME:** | **DATE:** |
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| | Head of Department | | | |

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| | Human Resources & Training Manager | | Abubakarr Dawo | |
| | Project Director | | | |