



The *Acts and Regulations* give the OHS Inspector the legislative authority to enter worksites to assess compliance with the *Act & Reg*, to conduct inspections and investigate dangerous occurrences, serious injuries or fatalities, work refusals and employee claims of discrimination. The OHS Inspector uses communication, diplomacy skills and knowledge to coach or guide employers and workers toward improving their Internal Responsibility System (IRS) and that best practices are being followed. The OHS Inspector must take action to protect workers using his/her regulatory authorities when the IRS is not working.

The OHS Inspector has discretionary powers to make decisions in the field that consistently follow the *Acts & Regs*. These discretionary powers come with a high level of responsibility as regulatory actions can have major impact on worker health and safety, the environment, financially, and property which can be appealed to the Chief.

## **RESPONSIBILITIES**

### **1. Administer and enforce the *NT and NU Acts and Regulations***

- Conduct worksite inspections, makes assessments, reviews and evaluates Occupational Health and Safety Programs.
- Lead and direct education and awareness for compliance requirements to promote the internal responsibility system and when required enforcement of the *Acts and Regulations*.
- Participate in investigations of worksite incidents of a serious nature (including fatalities), dangerous occurrences, liaises with other agencies as required (i.e. RCMP, Coroner, Federal Inspector, media), and recommends to the Chief enforcement strategy including prosecution.
- Investigate and use professional judgment to issue written directions to employers and document notice-of-danger at worksites, and rules on right to refuse work cases in accordance with the legislation.
- Lead project teams to identify, develop and educate stakeholders on the implementation of best practices to reduce the frequency of worksite incidents and injuries.
- Evaluate OHS tools and methods and makes recommendation for modification to existing assessment tools to ensure appropriate use in different industrial sectors.
- Provide information, and interpretation on OHS best practices, and legislation.
- Make enforcement decisions, prepares reports, and provides interpretation related to the *Acts and Regulations*.
- Provide legislation direction for the implementation of corrective measures to ensure compliance with the legislation.
- Act as a subject matter expert in the review and development of Codes of Practice and other internal or external OHS documentation.
- Perform on call duties as scheduled and responds to emergencies as directed by the Chief.

## 2. Consultation and Collaboration

- Delivers standard and customized OHS awareness presentations to employers, workers, secondary school students and teachers;
- Evaluates OHS education and training programs that address individual workplace health & safety issues;
- Liaises with education institutions, community organizations, non-profit and nationally, to establish and promote effective relationships; develop skills in outreach, community networking, workshop planning, and facilitation;
- Identifies emerging trends in workplace health and safety issues and uses this information to recommend WSCC Awareness programs;
- Assists with and actively participates in a variety of activities to promote the WSCC's mission, vision, values, and safety culture;
- Travels to communities and participates in a variety of events, such as trade shows, community events, and education awareness workshops;
- Travels to communities, and worksites to conduct inspections, provide consultation reviews, and education to employers and JOSH committee members
- Participates in community development activities related to safety promotion;
- Assists in the coordination of the North American Occupational Safety and Health (NAOSH) activities during NAOSH week, Skills Canada territorial competition, and Mine Rescue activities.;
- Leads by example by working safely and reporting any unsafe work conditions to the their Supervisor;
- Assists other WSCC divisions to proactively promote cooperation in matters of occupational health and safety;
- Exchanges information and client profiling with staff in other WSCC units as required;
- Represents the WSCC on industry associations and stakeholder panels and liaises with other government authorities and inter-jurisdictional agencies;
- Direct and liaise with educational institutions, community organizations, non-profit organizations, employers, associations, unions, and other bodies both territorially and nationally, to establish and promote effective relationships.
- Identify emerging trends to workplace health and safety issues, and uses this information to assist employers in updating their Safety Management Systems (SMS) for the implementation of their Internal Responsibility System (IRS).
- Promote establishment of leading indicators for the reduction of injury frequency and severity.

### **WORKING CONDITIONS**

When not conducting inspections or investigations at the worksites the incumbent works in an office environment with few unusual conditions. **The incumbent will be required to travel to various worksites approximately 1 week per month with the following conditions applying when on the worksites:**

### **Physical Demands**

The incumbent will be required to walk on uneven surfaces, ramps, traverse ladder and stairways, and wear various types of personal protective equipment depending on the situation.

**Frequency:** 1 to 2 times per month

**Duration:** For up to 7 days at a time, 10 to 12 hours per day.

**Intensity:** High

### **Environmental Conditions**

Incumbent will be exposed to work in extreme winter cold conditions, rain, wet and/or humid conditions, around hazardous substances and toxic fumes, high noise levels and at times full body vibration.

**Frequency:** 1 to 2 times per month

**Duration:** For up to 7 days at a time, 10 to 12 hours per day.

**Intensity:** High

### **Sensory Demands**

High concentration during inspections/investigations is critical to absorb pertinent details and avoid distraction from non-relevant tasks. All senses are required to ensure the Health and Safety of the incumbent and those in immediate surroundings while performing fieldwork.

**Frequency:** 1 to 2 times per month

**Duration:** For up to 7 days at a time, 10 to 12 hours per day.

**Intensity:** High

### **Mental Demands**

This position requires critical decision making that affects the health and safety of others. Decisions have economic and social impacts on individuals and companies, and include fatality investigations and recommendations for prosecution. Duty travel that takes the incumbent away from home may cause disruptions to family life and regular lifestyle (approximately 1 week/month)

**Frequency:** Health & Safety decisions, daily; other decision/investigations – as required

**Duration:** Continuous, part of the job function

**Intensity:** Medium to high

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated knowledge of *Safety Acts and Regulations*, industry standards, and other related acts, codes, and regulations;
- Demonstrated knowledge of investigation principles and procedures;
- Demonstrated knowledge and understanding of safety management systems; audit and inspections processes; and a general understanding in a variety of health and safety areas such as workplace inspections, OH&S committees, personal protective equipment, and emergency measures;
- Experience with Mining and Industrial worksite practices

- Experience conducting investigations (Dangerous Occurrences);
- Experience delivering safety programs, particularly to adult and/or ESL learners;
- Experience developing, delivering, and evaluating curriculum related to safety;
- Experience researching, analyzing, and explaining safe work practices;
- Experience working both independently and in a team environment;
- Excellent written and verbal communications skills;
- Excellent computer skills (work processing, spreadsheet and presentation software);
- Diplomacy and negotiation skills;
- Ability to function well in a multi-cultural environment;
- Ability to effectively organize and prioritize workload, and adapt to changing priorities;
- Valid class 5 driver's license
- Experience working in a cross functional occupations;

**Typically, the above qualifications would be attained by:**

A degree or diploma in OHS, from an accredited university, and a minimum of 3 years of progressive experience working in an industrial or mining health and safety field. A valid class 5 driver's license is also required.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

**Aboriginal language:** To choose a language, click here.

- Required
- Preferred

**CERTIFICATION**

**Title:** OHS Inspector

**Position Number(s):** 97-9840

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p> <p>_____ Date</p>	<p>_____ Date</p>
<p>_____ President &amp; CEO</p> <p>_____ Date</p>	<p>_____ Date</p>
<p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	
<p><b>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</b></p>	

Reviewed by Human Resources: \_\_\_\_\_