



The Senior Occupational Health and Safety Inspector / Engineer (Inspector) provides services to employers, workers, and the public and is appointed under the legislation as a Safety Officer, Inspector of Mines and Deputy Inspector; in compliance with the Northwest Territories (NT) and Nunavut (NU) *Safety Acts, Mine Health and Safety Acts, Explosives Use Act* and the associated *Regulations (Acts & Regs)*, and fosters the vision, mission and values of the Workers' Safety and Compensation Commission.

Through education, collaboration and enforcement the Inspector has discretionary powers to make decisions to ensure stakeholders are compliant with the *Acts & Regulations* under the direction of the Chief OHS Inspector (Chief).

This position is a subject matter expert for Engineering and provides direction to employers and workers in proper engineering and design standards and best practices. The Inspector uses regulatory authorities to stop work when proposed designs are not to code or following best practices.

The Senior OHS Inspector/Engineer is a subject matter expert and conducts a variety of evaluations of the civil, mechanical and electrical engineering aspects of proposed and/or existing mine sites. This position holds a high level of responsibility as revisions to engineering design through reviews can have a major financial impact on an operation or operations (into the millions of dollars).

The incumbent establishes reviews and audits all aspects of emergency response programs at mining operations in the NT and NU. This position monitors mine rescue training programs at open pit and underground mines.

The incumbent is the technical subject matter expert for OHS Inspectors to ensure they have the knowledge and competence to conduct inspection on mining and exploration sites.

The *Acts* and *Regulations* give the Inspector the legislative authority to enter worksites to assess compliance with the *Acts & Regs*, to conduct inspections and investigate dangerous occurrences, serious injuries or fatalities, work refusals and employee claims of discrimination.

The Senior OHS Inspector/Engineer uses diplomacy and negotiations skills and knowledge of engineering to provide direction to employers and workers in support of their Internal Responsibility System (IRS) and ensuring proper engineering and design standards and best practices are being followed. The Inspector leads by example and must take action to protect workers using his/her regulatory authorities when the IRS is not working or proposed designs are not to code or following best practices.

This position 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 a major impact on worker's health and safety and the environment, in addition to financial implications for employers. Orders issued by the Inspector can be appealed to the Chief.

In the absence of the Chief OHS Inspector and OHS Supervisor, the Inspector may act as required

## **RESPONSIBILITIES**

### **1. Administers and enforces the *NT and NU Acts and Regulations*.**

- Conducts worksite inspections, makes assessments, reviews and evaluates Occupational Health and Safety Programs and issues direction for the implementation of corrective measures to ensure compliance with the legislation.
- Plans, conducts, and follows up on work site inspections to ensure adherence to the *Acts & Regs*, and issues directions for employers for non-compliance to the *Acts or Regulations*.
- Makes enforcement decisions, prepares reports, and provides interpretation related to the *Acts and Regulations and OHS best practices*.
- Leads and directs education and awareness for compliance requirements to promote the internal responsibility system and enforcement of the *Acts and Regulations*.
- Identifies emerging trends in workplace health and safety and uses this information to assist employers in updating their Safety Management Systems (SMS) to enhance their Internal Responsibility System (IRS).
- Leads and directs investigations of worksite incidents of a serious nature (including fatalities), dangerous occurrences, liaises with other agencies as required (i.e. RCMP, Coroner, Federal Inspector), and makes recommendations to the Chief for enforcement strategy including prosecution.
- Investigates and uses professional judgment to issue written directions to employers and documents notice-of-danger at worksites, and rules on right to refuse work cases in accordance with the legislation.
- Leads or oversees project teams to identify, develop and educate stakeholders on the implementation of best practices to reduce the frequency of worksite incidents and injuries.
- Evaluates OHS tools and methods and makes recommendations for modifications to existing assessment tools to ensure appropriate use in different industrial sectors.
- Acts as a subject matter expert in the review and development of Codes of Practice.
- Performs on call duties as scheduled and responds to emergencies as directed by the Chief.

### **2. Provides specific technical expertise in relation to engineering, mine design and operation, mine rescue, explosives handling.**

- Conducts engineering and design reviews for approval by the Chief including:
  - Mine design to assess ground stability of the active and proposed workings of the mine.
  - Design of waste dumps and surface impoundments including a surveillance and instrumentation program, and stability of slopes on abandonment.

- All mechanical equipment to ensure that it is designed in accordance with good engineering practice and constructed in accordance with a design and plans certified by a professional engineer.
- Mobile equipment design – electrical system, braking system, exhaust system, steering system, fire suppression system, lighting system, roll over or fall protection system and any other system design required by legislation or specified by the Chief.
- Use of professional judgement and experience to review “Safety Plans” and “Work Plans” submitted by exploration companies, for approval by the Chief.
- Explosives and detonator storage for surface and underground; use of a diesel engine underground; storage of diesel fuel underground; installation and use of a raise climber underground.
- Appointed as Deputy Inspector under Section 11 of the *Explosives Use Act* and evaluates candidates to confirm qualification to write the *Explosives Handling Permit* exam allowing the handling and detonation of explosives at work sites not classed as a mine site.
- Evaluates candidates to confirm qualifications to obtain various certificates and has the authority to suspend or cancel certificates when warranted.
- Reviews applications for variances to the regulations and makes recommendations to the Chief.
- Participates in the annual Territorial Mine Rescue Competition and evaluates equipment as part of inspections for mine rescue.
- Assists with training and mentoring for officer/inspector competency.

### **3. Consultation and Collaboration.**

- Works to build relationships internally and externally to promote awareness including identifying emerging trends and providing presentations on relevant and or emerging issues.
- Travels to communities, remote mines, and worksites to conduct inspections, provide consultation reviews, educate, and participate in events such as trade shows, community activities, and education awareness workshops;
- Assists in the coordination of various activities including (but not limited to) North American Occupational Safety Week and Skills Canada Competitions;
- Represents the WSCC on industry associations and stakeholder panels and liaises with other government authorities and inter-jurisdictional agencies;

### **WORKING CONDITIONS**

Outside of inspections or investigations in the field, the incumbent works in an office environment with few unusual demands or conditions. The following conditions apply to fieldwork.

### **Physical Demands**

- Walking on uneven surfaces during inspections (loose gravel, snow)
- Climbing ladders, stairs, Required to wear personal protective equipment during inspections (i.e. footwear, safety glasses, hard hat, and hearing protection)
- Must be able to enter confined and restricted spaces, and underground mines

**Frequency:** Two to three times per week

**Duration:** Four – six hours per day, 10-14 per month

**Intensity:** High

### **Environmental Conditions**

- Extreme cold weather conditions conducting investigations or inspections
- Exposure to hazardous substances and toxic fumes
- Exposure to high noise levels Required to wear personal protective equipment
- Travel by air (commercial and small charter aircraft)
- Travel on rough and/or winter (ice) roads
- Accommodation in small communities may require the incumbent to share a room
- Incumbent frequently travels/works alone when performing field duties

**Frequency:** Two to three times per week

**Duration:** Four – six hours per day, 10-14 per month

**Intensity:** High

### **Sensory Demands**

- High concentration during inspections/investigations is critical to absorb pertinent details and avoid distraction from relevant tasks
- All senses are required for personal and others' protection while performing fieldwork

**Frequency:** Several times per month – as required

**Duration:** Four – six hours per day, 10-14 per month

**Intensity:** Very high

### **Mental Demands**

- This position requires critical decision making that affects the health and safety of others. Decisions based on Legislation are made on a daily basis, and wrong decision could expose WSCC to liability and may prove fatal to workers. Constant pressures are evident through labour management relations, impact of decisions respecting variances to regulations, decisions on appeals and stop work orders. Courtroom, prosecution decisions and fatality investigations can be extremely stressful and may lead to extensive mental or emotional fatigue.
- Frequent duty travel that takes the incumbent away from their 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**

- Expert knowledge of surface and underground mine engineering practices;
- Experience working in various mining methods;
- Demonstrated knowledge of the *Mine Health and Safety Act, Safety Act & Explosive Use Act* and related *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 in mentoring and training in cross functional occupations;
- Demonstrated Occupational Health and Safety experience;
- Knowledge in practices, standards and technology in various industries;
- Demonstrated knowledge and understanding of regulatory enforcement;
- 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 (word 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;
- Demonstrated time management, planning, and organizational skills.

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

An engineering degree in a relevant discipline; preferably mining, from an accredited university. Must be registered or be eligible for registration as a Professional Engineer in the NT and NU. With a minimum of 5 years' experience in the mining/exploration industry. A valid class 5 Driver's License is also required.

A CRSP (Certified Registered Safety Professional) and an OHS Certificate or Diploma or ability to acquire would be considered an asset.

### **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:** Senior OHS Inspector/Engineer

**Position Number(s):** 97-2315

<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>_____ President &amp; CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<p>_____ Date</p> <p>_____ Date</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: \_\_\_\_\_