



The Prevention Investigator coordinates and conducts investigations into Dangerous Occurrences, Injuries Causing Serious Bodily Injury and Fatalities. The Prevention Investigator is responsible for ensuring that necessary evidence is collected during the course of investigations in accordance with legislative requirements and industry best practices. The WSCC Prevention Strategy guides the Prevention Investigator's daily responsibilities.

Decisions based on Legislation and industry best practices are made on a daily basis, and incorrect decisions could expose WSCC to liability. Constant pressures are evident through impact of decisions respecting investigation outcomes. Courtroom, prosecution decisions and fatality investigations can be a taxing element of the role.

This position requires the incumbent to travel by air (commercial and small charter) and vehicle.

## **RESPONSIBILITIES**

### **1. Initiates, undertakes and/or arranges for investigations of Dangerous Occurrences, Injuries Causing Serious Bodily Injury and Fatalities.**

- Leads an investigation team in collecting information on workplace incidents and recommends actions and possible prosecution.
- Conducts interviews with workers, employers, medical professionals, government agencies, witnesses and members of public; obtains statements, affidavits when required.
- Acquires necessary evidence within the confines of provincial and federal statute provisions governing activity of this nature. I.e. *Mines Health and Safety Act, Safety Act, Explosives Act, Criminal Code of Canada, Canadian Charter of Rights and Freedoms.*
- Provides direction and guidance into Safety Officers and Mines Inspectors inspections for the compilation and collection of data/evidence detailing circumstances and findings.
- Ensures the security of evidence such as: Photos, Video tapes, voice recordings, and documents to be presented as evidence in court proceedings.
- Oversees the development and maintenance of investigation files and provides status updates, feedback, and expert opinion to WSCC employees on investigations.
- Assists Prevention Services in locating people to be used as experts for trial.

### **2. Develops and implements the WSCC's response strategy to Dangerous Occurrences, Injuries Causing Serious Bodily Injury and Fatalities.**

- Works with the Chief Safety Officer/Chief Mines Inspector, Deputy Chief Safety Officer, the YK Supervisor, Senior Safety Officers and Senior Mines Inspectors, Safety Officers and Mines Inspectors to develop and implement policies, procedures and operational guidelines to improve internal processes related to investigation of Dangerous Occurrences, Injuries Causing Serious Bodily Injury and Fatalities.
- Works with the Chief Safety Officer/Chief Mines Inspector, Deputy Chief Safety Officer, Supervisor, Senior Safety Officers and Senior Mines Inspectors, Safety Officers and Mines Inspectors to implement professional development and investigative training.
- Assists in the development and update of the WSCC Prevention Investigation Strategy, with guidance from the Chief Safety Officer/Chief Mines Inspector as required.

- Uses the WSCC Prevention Investigation Strategy as a guide to carry out day to day duties.
- Recommends potential prevention investigation systems, including those used by other Prevention boards.

**3. Works with internal stakeholders and liaises with outside agencies.**

- Liaises with various agencies and bodies (such as the Northern Safety Association and the Northern Mines Safety Association) to request and share information,
- Prepares documentary packages, with assistance from Legal Counsel, for police agencies, the RCMP and the Crown where charges are indicated.
- Ensures that evidence collected during the course of investigations is effectively organized.
- As required, travels to worksites in NT and NU to conduct necessary investigations.

**WORKING CONDITIONS**

Outside of investigations in the field, the incumbent works in an office environment. When required, the Prevention Investigator will wear additional PPE (i.e. fall arrest gear, respirator), and will be required to travel to remote communities and mine sites as needed. Field work have the following demands:

**Physical Demands**

The incumbent visits external work sites, communities, and mining/exploration sites on as needed basis, and experiences:

- Walking on uneven surfaces during inspections (i.e. loose gravel, snow),
- Climbing ladders, stairs,
- Wearing personal protective equipment (PPE) during inspections (i.e. footwear, safety glasses, hard hat, and hearing protection) is a requirement.

**Frequency:** low to medium  
**Duration:** four – twelve hours per day, as needed  
**Intensity:** high

**Environmental Conditions**

Fieldwork requires exposure to mechanical, electrical and toxic health hazards. The incumbent is required to work in various weather conditions, and may be exposed to hazardous substances, toxic fumes, heights, confined spaces, high noise levels, and full body vibrations.

**Frequency:** low to medium  
**Duration:** four – twelve hours per day, as needed  
**Intensity:** high

**Sensory Demands**

No unusual demands.

## **Mental Demands**

Travel is required of this position. Frequency approximates 25% of the time.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and skills relating to regulatory and/or criminal forensic investigations.
- Knowledge of case law related to obtaining and securing evidence, issuing summons, obtaining and carrying out search and seizures including obtaining and executing warrants and introducing evidence in court.
- Knowledge of, and/or the ability to acquire knowledge of the *NWT and Nunavut Mines Health and Safety Act* and Regulations
- Investigative, interviewing, analytical, communication and inter-personal skills with ability to cultivate a network of sources of information.
- Ability to write in plain language as well as complete legal documents.
- Ability to interpret information accurately in order to make a decision or recommendation
- Ability to conduct complex investigations, with proven communication skills, including the ability to effectively discern and utilize factual from non- factual information.
- Computer and application skills including Microsoft Windows environment (word processing, databases, etc.).
- Knowledge of interviewing skills, report writing, forensic evidence collection, and the court process.
- Ability to provide direction and guidance into Safety Officers and Mines Inspectors inspections for the compilation and collection of data/evidence detailing circumstances and findings.
- Ability to use initiative and independent judgement when conducting investigations.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

Graduation from an accredited Police Academy or equivalent academic accreditation and three (3) years of related law enforcement experience in Investigations.

Equivalent combinations of education and experience will be considered.

## **ADDITIONAL REQUIREMENTS**

Must possess a valid class 5 Drivers License

### **Position Security**

- 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

**Indigenous language:** Select language

- Required  
 Preferred