

## IDENTIFICATION

Department	Position Title	
Workers' Safety and Compensation Commission	OHS Inspector Trainee	
Position Number(s)	Community(s)	Division/Region(s)
97-9932, 97-9941	Yellowknife	Stakeholder Services

### **PURPOSE OF THE POSITION**

The OHS Inspector Trainee supports the administration and enforcement of *the Northwest Territories and Nunavut Safety Acts and OHS Regulations* and fosters the vision, mission and values of the Workers' Safety and Compensation Commission.

This position is a training and development opportunity that with the successful completion of education and on the job training will qualify the candidate to meet the screening criteria for an Occupational Health and Safety (OHS) Inspector position as appointed in the *Safety Act for the Northwest Territories and Nunavut*. This development opportunity is directed at Indigenous Aboriginal persons, who can bridge the Northwest Territories way of life (lived experience) and increase stakeholder engagement in the area of OHS. This position will also provide insight and advice on the intricacies of the diverse communities within NT and NU.

The development of OHS Inspectors who live and work in NT and NU will ensure that WSCC is fulfilling its commitment to cultural safety and to the strategic direction of the organization to provide the highest possible level of service and increase the reach of occupational health and safety education to our diverse stakeholders.

## SCOPE

The Workers' Safety and Compensation Commission is a Crown Corporation of the Governments of NT and NU, directed by a Governance Council through the President and CEO. The WSCC operates from headquarters in Yellowknife, and regional operations in Iqaluit and Inuvik.

The WSCC promotes safe work places through education and prevention, and cares for injured workers through a system of no-fault compensation. The *Workers' Compensation Acts of the NT and NU* govern the system, funded through the collection of assessments from employers.

The WSCC is committed to an environment free of racism and discrimination, where people feel safe when receiving services. This can be achieved by respectful engagement that acknowledges the importance of cultural differences and values Cultural Safety.

This position through on the job training and distance education assistance, will gain the knowledge and skills to provide analysis of policy issues and act as a subject matter expert in areas related to occupational health and safety. The OHS Inspector Trainee supports the Prevention Services strategic plan in aiding officers to ensure compliance by employers with all legislative requirements, performs investigations into incidents of a serious nature, and recommends prosecution of violators.

The timeline for successful completion is two years with the option for a third year. Successful completion of the program will see candidates have the required knowledge, skills and abilities to screen into an OHS Inspector position.

Prevention staff through mentorship and transfer of knowledge and skills assists the candidates to achieve their goals and objectives to become OHS Inspectors who administer the *NWT and Nunavut Safety Act and Regulations*.

Elements of the program would include:

- Education: candidates will be required to successfully complete an Occupational Health and Safety (OHS) certificate program (4-6 courses per year, depending the time of year the courses are started)
- Additional OHS courses' as identified in the development action plan
- On the job training: candidates will work with OHS Inspectors learning all elements of Inspector job enforcement, consultation and education

This position is located in Yellowknife and reports to the OHS Supervisor NT for day-to-day activities, with the Chief OHS Inspector overseeing regular reviews of the work plan. This position is supported through the mentorship, teaching and guidance of all of the Prevention Services staff.

## **RESPONSIBILITIES**

The OHS Inspector Trainee (Trainee) will work closely with OHS Inspectors to learn all elements of an OHS Inspectors' job in enforcement, consultation and education.

### **1. Participate and complete the scheduled Education Learning Plan.**

- Develops study and education action plan for each course or semester
  - outlining work study time needs
  - test dates
  - project requirements
- Identify links between learning objectives and on the job learning
  - Reviews and meets agreed on milestones, with the supervisor regularly;

- Successful completion of the OHS certificate program by taking and passing 4 - 6 courses per year (2 per semester);
- Participates in other learning programs;
- Learns basic hygiene sampling instruments to determine compliance with industrial standards and refers major issues to the Industrial Hygienist for their professional assessment.
  - Supervisor Familiarization
  - Facilitation

## **2. Participate in mentorship program and on the job training with OHS Inspector(s)**

- Learns through mentorship appropriate methods to evaluate health & safety issues and develops or modifies existing assessment tools appropriate for specific industrial sectors;
- Participates in the customization of an Individual on the job training/action plan
  - Action plan ties the education learning to the on the job training
- Assists in enforcing and administering the *Safety Acts, Mine Health and Safety Act and Regulations* of NT and NU;
- Supports OHS Inspector(s) when conducting regular worksite inspections and audits, makes assessments, reviews and evaluates OHS Programs, and provides recommendations to improve the internal responsibility system (IRS) within the workplace. This includes traveling to worksites;
- Uses the knowledge gained through on the job training and previous work experience in assisting OHS Inspector(s) with imminent danger and right to refuse work cases in accordance with the legislation;
- Develops knowledge of safety policies, directions, and legislation to stakeholders;
- Work with Inspector(s) to direct the implementation of corrective measures to ensure compliance with legislation;

## **3. Participates in the customization, evaluation, and facilitation of safety awareness programs.**

- Researches to identify emerging trends in workplace health and safety issues and uses this information to make recommendations to the OHS Chief Inspector (Chief) for prevention initiative;
- Participates in cross training with the OHS Unit and WSCC Partners to develop and rolling out project specific actions plans.

## **4. Participates in a variety of activities to promote the WSCC's Vision, Mission, Values and Safety Culture.**

- 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, inspections and education awareness workshops;
- Participates in community development activities related to safety promotion;
- Assists in the coordination of special events and activities (Occupational Safety and Health Week, Skills);

- Leads by example by working safely and reporting any unsafe acts or conditions to their Supervisor/Chief;
- 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.

**5. Participants will meet the milestones developed in both the Education and On the Job Action Plan to proceed to the next level in the training program.**

- Ensures leave and attendance meet organizational standards to meet learning outcomes
- Demonstrates the appropriate behaviours as identified in the Inspector Orientation Program
- Successfully complete and pass each module of the OH&S program within the timeframe developed

**WORKING CONDITIONS**

Outside of assisting OHS Inspectors in conducting inspections and supporting the Senior OHS Inspectors with investigations or other prevention awareness activities in the field, the incumbent works in an office environment with few unusual demands or conditions. The following conditions are required for fieldwork:

**Physical Demands**

- Walking on uneven surfaces during inspections (loose gravel, snow)
- Climbing stairs,
- When required, wear personal protective equipment (i.e. footwear, safety glasses, hard hat, and hearing protection)
- Required to carry own travel gear and inspection equipment

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

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

**Intensity:** High

**Environmental Conditions**

- Working in extreme cold weather conditions
- Exposure to hazardous substances and toxic fumes
- Exposure to high noise levels
- 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 (minimum of 1 week per month) performing field duties

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

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

**Intensity:** Very 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
- Frequent duty travel that takes the incumbent away from their home may cause disruptions to family life and regular lifestyle

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

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

**Intensity:** Medium to high

**KNOWLEDGE, SKILLS AND ABILITIES that the candidate brings to the position:**

- Experience working both independently and in a team environment,
- Excellent written and verbal communication skills in English
- Knowledge of the northern community intricacies and stakeholders
- Excellent computer skills (word processing, spreadsheet and presentation software);
- Ability to establish and promote effective relationships between individuals and/or groups to resolve conflicts and reach amicable and practical decisions;
- 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 (or ability to obtain within 6 months)
- Must be able to travel a minimum of 1 week per month
- Successful completion of a criminal record check
- Demonstrated work habits; punctuality and attendance

**KNOWLEDGE, SKILLS AND ABILITIES the incumbent will gain while in the program:**

Through the successful completion of the two - three year program incumbent will be able to attain the qualification needed for an OHS Inspector. The incumbent will be able to show through a documented detailed work plan with timelines and regular reviews, their progress and:

- Demonstrate their knowledge of Acts and Regulations, industry standards, and other related acts, codes, and regulations;
- Demonstrate their knowledge of inspections principles and procedures;

- Demonstrate their knowledge and understanding of safety management systems (IRS); 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, emergency measures, etc.;
- Experience researching, analysing and explaining safe work practices;
- Attain the ability to develop and maintain both organizational and individual commitment to the identification and resolution of health and safety issues;

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

Grade 12 diploma and a minimum of 3 years work experience.

Trades certificate/equivalencies or mining experience would be an asset. Experience working with legislations or regulatory standards, is considered an asset.

Candidates must have a strong interest to learn about occupational health and safety, including legislation, safety management systems (SMS), internal responsibility systems (IRS).

**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

X Bilingual Preferred : English and any NT Indigenous language

## **CERTIFICATION**

**Title:** OHS Inspector Trainee

**Position Number(s):** 97-9932, 97-9941

<hr/> Employee Signature	<hr/> Supervisor Signature
<hr/> Printed Name	<hr/> Printed Name
<hr/> Date  <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	<hr/> Date  <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
<hr/> Senior Manager	<hr/> Date
<hr/> President & CEO	<hr/> Date
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	
<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 HR: \_\_\_\_\_