

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.

RESPONSIBILITIES

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

- Leads 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.

- The Prevention Investigator 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. The Prevention Investigator is expected to perform travel to remote communities and mine sites as needed. Field work and office work have the following common demands:

Physical Demands

The incumbent typically works in the office environment and visits external work sites, communities, and mining/exploration sites on as needed basis

- Walking on uneven surfaces during inspections (i.e. loose gravel, snow),
- Climbing ladders, stairs,
- Required to wear personal protective equipment (PPE) during inspections (i.e. footwear, safety glasses, hard hat, and hearing protection)
- Must be able to wear additional PPE when required (i.e. fall arrest gear, respirator)

Frequency: low to medium

Duration: four – twelve hours per day, as needed

Intensity: high

Environmental Conditions

The incumbent is required to work in outside weather conditions, and exposure to hazardous substances, toxic fumes, heights, confined spaces, high noise levels, and full body vibrations. The position requires travel by air (commercial and small charter) and vehicle.

Frequency: low to medium

Duration: four – twelve hours per day, as needed

Intensity: high

Sensory Demands

All senses are required when performing fieldwork. Poor judgement could prove to be fatal to the individual or others. Fieldwork requires exposure to mechanical, electrical and toxic health hazards.

Frequency: low to medium

Duration: four – twelve hours per day, as needed

Intensity: very high

Mental Demands

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 extremely stressful and may lead to extensive mental or emotional fatigue

Frequency: High

Duration: Continuous, part of job function

Intensity: Very high

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to conduct complex investigations, with proven communication skills, including the ability to effectively discern and utilize factual from non- factual information.
- Knowledge and experience in regulatory and/or criminal forensic investigations
- Knowledge of and working experience 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.
- Investigative, interviewing, analytical, communication and inter-personal skills with ability to cultivate a network of sources of information.
- The ability to write in plain language as well as complete legal documents.
- Ability to use computers and their programs, preferably in a Microsoft Windows environment (word processing, databases, etc.).
- Ability to use initiative and independent judgment 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.
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Typically, the above qualifications would be attained by:

Graduation from a relevant accredited training institution or equivalent academic accreditation and a minimum of five years of related enforcement experience in Investigations. Additional courses such as interviewing skills, report writing, forensic evidence collection and knowledge of the Court process are assets.

Must possess a valid class 5 Drivers License

Knowledge of the NWT and Nunavut Mines Health and Safety Act and Regulations would be considered an asset.

Equivalent combinations of education and experience will be considered.

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: Prevention Investigator
Position Number(s): 97-9850

<hr/> Employee Signature	<hr/> <i>Cary Ingram</i> Supervisor Signature
<hr/> Printed Name	<hr/> Cary Ingram Printed Name
<hr/> Date	<hr/> 08/03/2023 Date
<i>I certify that I have read and understand the responsibilities assigned to this position.</i>	<i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>

<hr/> <i>Kelly Arychuk</i> Senior Manager	<hr/> March 9, 2023 Date
<hr/> <i>Kwame Naba</i> President & CEO	<hr/> March 9, 2023 Date
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	
<p>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.</p>	

Reviewed by Human Resources: _____