

The *Acts* and *Regulations* give the Safety 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 Inspector-Safety Officer 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 Safety Inspector must take action to protect workers using his/her regulatory authorities when the IRS is not working.

The Safety 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. Enforces and administers the *Acts and Regulations* of the NT and NU.

- Conducts regular worksite inspections and audits, makes assessments, reviews and evaluates Occupational Health and Safety (OHS) Programs, and provides recommendations to improve the IRS within the workplace;
- Participates in investigations of workplace incidents of a serious nature (including fatalities), liaises with other agencies as required (i.e. RCMP, Coroner, federal inspector, and media), and provides prosecution recommendations to the Chief for violations of the statute;
- Investigates and uses professional judgement to issue and document notice-of-danger at worksites and rule on right to refuse work cases in accordance with the legislation;
- Investigates into the reports of unsafe work, process the results and maintain E-Biz system
- Creates appropriate methods to evaluate health & safety issues and develops or modifies existing assessment tools appropriate for specific industrial sectors;
- Provides information, interpretation for OHS best practices, and legislation;
- Investigates incidents, makes enforcement decisions, recommends prosecution for violations, prepares reports, and provides interpretations related to the *Acts & Regs*;
- Directs the implementation of corrective measures for non-compliance with legislation;
- Participates in the review and development of Codes of Practice; and
- Takes on-call duties as scheduled and responds to emergencies as directed by the Chief.

2. Administers Mine Certification, Variances , Permits and Explosives:

- Reviews permit applications for approval; 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.
- Reviews applications for variances to the regulations and makes recommendations to the Chief.

- Suspends or cancels a supervisor, shift boss, blasting or hoist operator certificate when warranted.
- Reviews “Safety Plans” and “Work Plans” submitted by exploration companies for approval by the Chief.
- As a Deputy Inspector of the *Explosives Use Act*, evaluates candidates to confirm qualification to write Explosives Handling Permit exam allowing the handling and detonation of explosives at work sites not classed as a mine site.

3. Other duties, include (but not limited to):

- Works with other Prevention team members on activities such as NAOSH, Skills Canada, Mine Rescue Competition, Tradeshows, etc.
- Prepares and provides written reports of investigations to the Chief on dangerous occurrences, work refusals, discrimination cases, accidents of a serious nature, property damage, etc.

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

- Experience Mining and Industrial worksite practices;
- Experience working in a cross functional occupations;
- Demonstrated knowledge of the *Acts* 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;
- 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 (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;
- Demonstrated time management, planning, and organizational skills.

Typically, the above qualifications would be attained by:

A degree or diploma in science preferably mining or OHS, from an accredited university, and a minimum of 5 year's of experience in the mining/exploration industry. A valid class 5 driver's license is also required.

Considered as an asset:

- Demonstrated Occupational Health and Safety experience
- OHS Certificate or diploma

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: Safety Inspector

Position Number(s): 97-2007

<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>_____ President & CEO</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>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: _____