

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

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| Working Title Lead OHS Investigator | Name |
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|-----------------|--|-----------------------|---------------------------------------|
| Position Number | Reports to Position No., Class & Level | Division, Branch/Unit | Ministry Jobs, Economy & Trade |
|-----------------|--|-----------------------|---------------------------------------|

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| Present Class | Requested Class |
|---------------|-----------------|

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| Cost Center | Program Code | Project Code (if applicable) |
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PURPOSE: Give a brief summary of the job; covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

As a member of a multi-disciplinary Occupational Health & Safety Team, the incumbent leads fatal and serious incident investigations. Is responsible for all facets of investigations from onset of being assigned and responding to an incident, to reviewing the incident with injured workers and family or next-of-kin. Fatality and serious incident investigations are complex and require forensic type investigations. Prepare cases for prosecution and provides evidence in court regarding the investigation. Directs accompanying Occupational Health & safety Officer in processing the incident investigation. Where site conditions are not within regulatory standards, the officer works with the employer to upgrade worker protection at the work site. When conditions are such that an imminent danger exists, the officer will ensure that the imminent danger is immediately controlled. Where employers, contractors, owners and suppliers do not agree to meet the legislative standards, the officer will issue a compliance order. Incumbent to ensure employers institute controls to address non-compliance situations. If there is persistent contravention(s) at the work site, the officer will pursue a prosecution initiative to enact compliance with the legislation. The incumbent also investigates non incident related issues of non-compliance including but not limited chronic or egregious contraventions with OHS legislation as well as other duties as required. The incumbent reports to a manager.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Leads fatal and serious incident investigations and special investigations into non-compliance with OHS legislation. Directs accompanying Occupational Health & Safety Officer in processing the Incident Investigations.

Responding to an Incident

- Establishes responsibilities and the lead role, where other jurisdictions may be involved.
- Ensures co-operation of other agencies in multi-jurisdictional investigations.
- Supervises the investigation of the incident
- Ensures proper transfer of scene from police authority.
- Ensures incident site poses no further risk to other workers on site.

Information Gathering

- Supervises in-depth review of site conditions by way of taking photographs and/or videos and detailed notes of observations.
- Interviews witnesses and ensures adequate written statements are obtained from witnesses and employer representatives.
- Supervises and/or develops scene diagrams, maps and sketches. Ensure adequate measurements are obtained.
- Ensures collection and cataloguing of pertinent evidence. Oversees chemical sample taking.
- Ensures chain of custody documentation is prepared when evidence is to be analyzed by another party.
- Determines level of expertise needed at the scene (i.e. engineering professionals) to analyze evidence. Assesses the need and arranges for additional resources, both internal and external.

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- Determines need and collects additional evidence requirements from manufacturers, suppliers and contractors.
- Determines need and ensures request of available autopsy and/or toxicological reports.
- Ensures scene access is limited and determines when employer can start work again at the incident site.
- Ensures department management and communication's area is updated in a timely and factual manner.
- Ensures next-of-kin letter is sent out from the department at the start of the investigation.

Review of Incident

- Ensures report, prosecution analysis, briefing note (where required) is written as per Operational Procedures for review by Technical Advisor and/or management team. Ensure report is written to Operational Procedures standards in a clear and factual manner.
- Oversees initial contact with next-of-kin or injured family members.
- Monitors follow-up compliance at the incident scene.

Prepares Fatality or Serious Incident Investigation Findings for Court (Where Prosecutions are Warranted)

- Prepares case file for review by Alberta Justice Crown Prosecutor.
- With Regional Director or Manager, reviews incident with Crown Prosecutor.
- Works with Crown prosecutor on wording of charges.
- Prepares information for charging company(s) and individual(s) for contravention of the Occupational Health & Safety Act, regulation or Code.
- Ensures documents are served to accused and witnesses to ensure their appearance in court.
- Provides evidence in court or at a fatality inquiry.
- Attends court with documentation and evidence to ensure full preparation.
- Gives credible and professional testimony to the court to present facts of investigation.

Prepares Investigation Summary Upon Conclusion of all Fatality Investigations

- Completes a summary of events including outcome and prevention messages/key learnings to be posted on OHS website

2. Legislative/Regulations Programs

- Identifies deficiencies in current legislation and recommend legislative amendments/changes in keeping with the industrial technology.
- Provides advice and interpretation on legislation in both day-to-day and controversial situations.
- Interfaces and liaise with other officers to ensure uniformity of the application of regulations.

3. Relationships

- Work with other investigations staff as well as regional staff and external stakeholders related to worksite incidents and special investigations related to non-compliance. This may include police or other enforcement agencies as needed.
- Work with crown prosecutors where prosecution/trials result from investigations.
- Communicate with other Occupational Health & Safety Regions, other divisions of Safe, Fair and Healthy Workplaces and other government departments.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Incident investigations are complex and time consuming. As per the applicable Operational Procedures, the incumbent must ensure evidence is gathered in an objective and thorough manner within an appropriate time span. The Occupational Health and Safety Act provides broad investigation powers to Occupational Health and Safety officers for investigating incidents. The officer can stop work for the purpose of investigating, seize equipment, obtain written and audio/video evidence, obtain statements and require remedial action before work can start at the incident site. The Lead Investigator has to ensure all evidence gathered is handled in a manner so it can be presented in court (ensuring evidence chain of custody is paramount). The Lead Investigator will work with the Alberta Justice Crown Prosecutor to ensure all evidence relating to a case is adequately presented to the court. The

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incumbent must ensure next-of-kin are provided with factual information in a sensitive manner.

The Lead Investigator is responsible for the following duties:

- Investigation Operational Procedures are followed
- Overall quality of the investigation and all forensic information has been collected
- Identification of short-term and long-term compliance strategies
- Efficient use of resources during investigations
- Ensures accompanying officer follows adequate investigation techniques.

The incumbent will also investigate special circumstances of non-compliance including but not limited to egregious or chronic non-compliance and/or situations of potential labour trafficking.

Authority for this position is derived from at least one of the following:

- Occupational Health & Safety Act
- Radiation Protection Act
- Mines Safety Act
- Federal Controlled Products Act
- Provincial Offences Procedures Act and Procedures Regulation
- Public Security Peace Officer Program Policy and Procedures Manual
- Administrative Penalties Regulation

These Acts and Regulations establish standards for the protection and promotion of workers' health and safety throughout the province and outline the rights and responsibilities of employers, employees and other parties connected with the work site. Officers have the authority to enter and inspect work sites. They may take samples of products, conduct tests, take photographs and they may ask to examine and copy relevant documents. They may also interview and take statements from persons at the work site. In situations where an officer believes a work site is dangerous, they may order work stopped immediately or require corrective action. An officer may also order that a particular piece of equipment be shut down if they believe it is unsafe/unhealthy to operate.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Related degree or diploma plus related industry experience or an equivalent combination of education and experience. Requires at least 3 years of directly related investigation experience. Successful completion of OHS peace officer training and appointment as an Alberta peace officer, Level 2. Thorough knowledge of a discipline contributing to health and safety of departmental, divisional and branch goals and objectives, as well as investigation and inspection procedures.

- Thorough knowledge of relevant legislation, regulations, policies and procedures and knowledge of major industries, their practices, procedures and occupations.
- Working knowledge of other jurisdictional programs and trends and may require a thorough knowledge of specific industries.
- Requires excellent analytical, problem solving and decision making abilities to identify hazards or potential hazards, to determine compliance to the legislation and to find feasible solutions.
- Has specific knowledge of:
 - Occupational Health & Safety Act, Regulation and Code
 - Provincial Offences Procedures Act and Procedures Regulation
 - Occupational Health and Safety Operational Procedures
 - Public Security Peace Officer Program Policy and Procedures Manual
 - Safety hazards and engineering controls

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- Chemical and biological hazards and their controls
 - Radiation hazards and controls
 - Noise exposure and controls
 - Dust exposure in a wide variety of industries and control measures
 - Workplace Hazardous Materials Information System
- Ability to learn and use technical knowledge to solve complex problems or assist other officers is required.
 - Knowledge of analytical sampling techniques to measure contamination levels at work site. Considerable knowledge of a wide variety of physical hazards that can be present at a work site. Consulting skills are necessary to distinguish when the situation warrants a stop work order or when the employer requires assistance and education.
 - Excellent interpersonal skills.
 - Excellent verbal and written communication skills. Skilled in using computer hardware and software.
 - The ability to work independently or within a team environment is necessary.
 - Thorough knowledge of investigation techniques, witness interviewing strategies and preparing cases for court.
 - Ability to make decisions in a complex work environment.
 - Ability to recognize imminent danger situations or scenarios that are immediately dangerous to life and health.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Clients - investigation, interviews, data collection
- Manager(s)-consult on interpretation of legislation, day-to-day activities
- Technical Advisors – consult on interpretation of legislation, investigation nuances
- Occupational Health and Safety Contact Centre (OHSCC) – liaise with related to incidents while on call
- Other Officers - consulting on technical expertise, previous dealing with same client
- Crown Prosecutors Office
- External engineering and professional experts
- Other enforcement agencies as required

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

Updated contacts, addition of compliance related investigation

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide **Page 16**)

Incumbent

| | | |
|-------|-----------|-------|
| _____ | _____ | _____ |
| Name | Signature | Date |

Manager

| | | |
|-------|-----------|-------|
| _____ | _____ | _____ |
| Name | Signature | Date |

Director

| | | |
|-------|-----------|-------|
| _____ | _____ | _____ |
| Name | Signature | Date |