

- Concern for People;
- Collaboration & Engagement;
- Integrity;
- Transparency & Openness

WSCC staff will proactively and consistently demonstrate honesty, fairness, respect, sensitivity, and timeliness when working with our clients, partners, other stakeholders, and each other.

The WSCC is responsible to enforce safety legislation including the *Safety Act*, the *Mine Safety Act*, and the *Explosives Use Act and Regulations*. The staff of Mine Safety unit in Prevention Services Division provide frontline services to workers, employers, and the public related to the mineral industry and any explosives use in the NT and NU.

A mine is defined in legislation as a place where the ground is mechanically disturbed or an excavation is made to explore for or produce minerals; a mine under construction; a mine in operation; mine under reclamation or a closed mine.

This position is a legislated requirement, has specific legislative duties and powers under both the NT and NU *Mine Health and Safety Acts and Regulations* and the *Explosives Use Act*, and appointed by the Chief Inspector of Mines of the WSCC.

Reporting to the Chief Inspector of Mines in Yellowknife, the Mine Rescue Coordinator/Inspector provides services to mining operations in both the Northwest Territories and Nunavut, and manages and monitors the maintenance of all mine rescue equipment to ensure effective emergency response is readily available.

The effective delivery of Mine Rescue training programs plays an important role in reducing the frequency and severity of accidents. The impacts vary from reducing injuries to saving lives. Emergency response programs encompass situations of ground failure, equipment failure, flood, fire, and many other types of mine disasters.

This position is a fully authorized Inspector of Mines, and may conduct investigations and workplace inspections for adherence to legislative standards. The incumbent conducts general inspections and safety audits of mining operations and exploration sites to ensure compliance to the *Mine Health and Safety Act and Regulations* and conformance to industry standards. The effective delivery of work place inspections plays an important role in reducing the frequency and severity of incidents. The impacts vary from reducing injuries to saving lives.

RESPONSIBILITIES

1. Provides Mine Rescue support to mines.

- Monitors mine rescue training programs at underground and surface mines.
- Conducts Mine Rescue Instructor training and basic Mine Rescue training.
- Examines and certifies qualified candidates in mine rescue.
- Develops and implements standards of performance for mine rescue training.
- Maintains and services mine rescue equipment stored at headquarters and inventory of WSCC equipment at mines.
- Organizes the annual Territorial Mine Rescue Competition and organizes the bi-annual Western Regional Mine Rescue Competition.

2. Delivers the Mine Certification and Permit program.

- Prepares, supervises and marks examinations for Blasting, Shift Boss, and Supervisor certificates.
- Reviews permit applications – explosives storage for surface and underground; 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 and installation of an elevator, as submitted by companies for approval by the Chief Inspector of Mines.
- Uses professional judgement and experience to review “Safety Plan” and “Work Plan” submitted by exploration companies, for approval by the Chief Inspector of Mines.
- Uses professional judgement and experience to review work procedures submitted by the mines, for approval by the Chief Inspector of Mines.

3. Conducts inspections.

- Inspects surface and underground mines to enforce compliance with the *Mine Health and Safety Acts and Regulations*.
- Inspects exploration camps and ice roads servicing the minerals industry to ensure the operation meets all safety standards.
- Inspects blasting sites (except mines) to enforce compliance to the *Explosives Use Act*.
- Issues orders to the manager to comply when they are not operating the worksite in accordance with provisions of the *Mine Health and Safety Acts or Regulations*.
- Meets with management, representatives of the Occupational Health and Safety Committee and union, if present, to discuss safety issues in the workplace.

4. Conducts investigations.

- Investigates incidents that have caused loss of life.
- Investigates incidents that have caused property damage or an injury to any person, or a dangerous occurrence, when needed.
- Investigates Refusal to Work and Discrimination cases as directed by the Chief Inspector of Mines.

- Prepares and provides written reports of investigations.
- Recommends to the Chief Inspector charges and prosecution arising from investigations.
- Attends court to testify or to act as an expert witness, when required.

5. Other duties.

- Conducts Safe Advantage verifications at mines and exploration companies.
- Performs other duties as required within the work plan of the Mine Safety unit, such as NAOSH, Skills Canada, and tradeshow.
- Participates and assists in other WSCC programs such as tailgates, OHSC, and Go Safe-Work Smart program.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the *Mine Health and Safety Act and Regulations*
- Knowledge of mining practices and technology
- Demonstrated knowledge of underground and surface mine rescue practices
- Knowledge of inspections, investigations and prosecutions
- Demonstrated knowledge of occupational health and safety
- Demonstrated knowledge and understanding of regulatory enforcement
- An understanding of the WSCC's principles
- Ability to function well in a cross cultural environment
- Ability to work in a team environment
- Ability to work alone at remote work sites
- Excellent negotiation/facilitation skills
- Excellent interpersonal and conflict resolution skills
- Excellent time management/planning/organizational skills
- Excellent written and verbal communication skills
- Excellent computer skills, including word processing, spreadsheets and presentation software
- A valid class 5 driver's license

Typically, the above knowledge, skills and abilities would be attained by:

A university degree or technical college diploma in a related field, such as a sciences, safety, or mining, with seven years of experience working at a mine or in the mining/exploration industry, to include at least five years spent in production operations, with a regulatory requirement of one-year supervisory experience at a mine.

Must have Underground Mine Rescue certificate.

Advanced Mine Rescue Training with Bench Technician Certificate is an asset.

WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

When not conducting inspections or investigations in the field, the incumbent works in an office environment with few unusual demand or conditions. The following conditions apply mainly to fieldwork:

Physical Demands

Conducting site visits may require extensive walking on uneven surfaces on surface, and underground, climbing ladder ways of more than 100 feet, and the wearing of various personal protective equipment for varied situations.

Frequency: Medium to high

Duration: Intermittent

Intensity: Medium

Environmental Conditions

Incumbents are required to work in outside weather conditions and may be exposed to hazardous substances, toxic fumes, high noise levels and full body vibrations. We require the incumbent to travel by commercial aircraft, small charter aircraft across the northern sub-arctic regions and vehicle. Incumbents drive on ice roads during construction for inspection purposes.

Frequency: Medium

Duration: Up to a week at a time

Intensity: High

Sensory Demands

The incumbent requires all senses when performing fieldwork as poor judgment could prove to be fatal.

Frequency: Medium

Duration: Up to a week at a time

Intensity: High

Mental Demands

This position requires critical decision making which affects the health and safety of others. Decisions have economic and social impacts on individuals and companies.

Incident and fatality investigation may lead to very extensive mental or emotional fatigue.

Frequency: Medium

Duration: Continuous, part of job function

Intensity: Medium to high

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

Official Language Considerations (check one)

- Not required
- Bilingual required (state language): _____

CERTIFICATION

Title: Mine Rescue Coordinator/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>_____ President & CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<p>_____ Date</p> <p>_____ Date</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: _____