



Occupational Health Officers

Occupational Family/Code – Inspection and Regulatory: ROH

Profile created: 1997 04

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| Occupation Summary | Selection of Competencies | Knowledge | Skills | Personal Attributes |
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Occupational Health Officers are responsible for inspecting places of employment, work procedures and equipment to ensure compliance with the Occupational Health and Safety Act and Regulations. They inspect industries such as health care, forestry, construction, steel manufacturing, all sectors of the petroleum industry and various other industry categories. They assist and support workplace occupational health committees, design and deliver training sessions and provide education and advice regarding occupational health and safety matters. They are frequently required to resolve disputes over occupational health and safety concerns. They are also required to investigate workplace fatalities and serious injuries.

Occupational health and safety concerns arise more frequently in the higher hazard industries and workplaces. Officers are, therefore, required to inspect and investigate in physically demanding conditions such as high elevations, confining spaces, worksites with obstructions or limited access and egress, deep snow, mud and oil. Officers must inspect accident scenes where a fatality or serious injury has occurred and where the victim may be present.

Officers are required to travel to rural, isolated areas and to work away from home for extended periods of time in order to conduct investigations. A valid Class 5 driver's license is required.



Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

Acts/Regulations/ Legislation

- Knowledge of Occupational Health and Safety Act and Regulations and other legislation, standards, codes and guidelines as they relate to the health and safety of workers. **(Learn)**
 - Knowledge of occupational health and safety fundamentals, principles, rights, duties and responsibilities. **(Bring)**
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Theories/Principles

- **Medium-High Hazard Industry**
Knowledge of forestry; construction oil and gas; manufacturing; health care; metal foundries; mills or machining; OR meat; poultry and fish processing; and their processes. (The industry knowledge identified in this category is of a Medium-High hazard as referenced in the Occupational Health and Safety Regulations) **OR**
- **Trade**
Knowledge of the bricklaying; carpentry; crane and hoist operating; plumbing; electrical; firefighting; heavy-duty equipment or industrial mechanics; ironworking; machinist; power linesperson; robotics; scaffold design and installation; steamfitting-pipefitting OR welding trade and its processes. **OR**
- **Scientific/Technical**
Knowledge of mechanical, chemical, or civil engineering principles; industrial processes engineering principles; human factor/ergonomic engineering principles; occupational health nursing principles; microbiology and infectious disease control principles; chemistry, biology, or physics principles; OR legal, regulatory, policing investigative and court principles and their processes.

("Bring" knowledge of one industry, trade or scientific/technical field and learn remainder on job).



- Knowledge of health and safety requirements, evolving safety techniques, specialized terminology, equipment and workplace procedures. (For the specific industry, trade, or scientific/technical field identified in the knowledge statement above). (**"Bring" knowledge of health and safety requirements for one industry, trade or scientific/technical field and learn remainder on job).**)
 - Knowledge of inspection and investigative techniques and processes. (**Learn**)
 - Knowledge of conflict resolution and mediation techniques and approaches. (**Learn**)
 - Knowledge of human resource management practices, including strategies to recruit, support and sustain a diverse workforce. (**Bring - Supervisor only/Learn**)
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Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

Communication

- Ability to write memos, letters, reports and official documents in a clear and concise manner, for comprehension and/or compliance. **(Bring)**

Personal attributes which may link with this skill statement include: logical, organized, thorough...

- Ability to plan, develop and deliver formal and impromptu presentations to a wide variety of groups to promote health and safety in the workplace. **(Bring)**

Personal attributes which may link with this skill statement include: persuasive, thorough, confident...

Leadership

- Ability to calmly and thoroughly take control of a situation and provide direction in the inspection/investigation of unpleasant, demanding or graphic situations, such as fatalities. **(Bring)**

Personal attributes which may link with this skill statement include: assertive, confident, organized...

- Ability to guide and coach a diverse group of employees, that results in a team that can meet its goals and objectives, while maintaining a healthy, productive, respectful and safe work environment that is free of discrimination. **(Bring - Supervisor only/Learn)**

Personal attributes which may link with this skill statement include: respectful, supportive, empathetic...



Problem Solving

- Ability to accurately interpret and comprehend (occupational health and safety acts), regulations, programs, policies, codes of practice, standards and guidelines. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: logical, thorough, confident...

- Ability to actively listen and discuss options and consequences to resolve conflict and/or reach mutual agreement between parties. **(Bring)**

Personal attributes which may link with this skill statement include: open-minded, co-operative, outgoing...

Interpersonal

- Ability to interact with potentially difficult, uncooperative people (in a respectful, objective but firm manner) in order to gain their trust and confidence. **(Bring)**

Personal attributes which may link with this skill statement include: assertive, co-operative, confident...

- Ability to develop and maintain agency contacts and a network of other resources to share/obtain information to keep current with ever-changing workplace issues. **(Bring)**

Personal attributes which may link with this skill statement include: co-operative, confident, trustworthy...

- Ability to create an environment that recognizes, supports, respects and welcomes diversity of employees and clients. **(Bring - Supervisor only/Learn)**

Personal attributes which may link with this skill statement include: welcoming, objective, understanding...



Team/Independence

- Ability to work primarily alone or in a team environment to complete required tasks while following legal and operational divisional procedures. **(Bring)**

Personal attributes which may link with this skill statement include: self-motivated, flexible, thorough...

Organizational

- Ability to organize and manage ever-changing priorities to ensure tasks are completed in a timely manner. **(Bring)**

Personal attributes which may link with this skill statement include: balanced, flexible, organized...

Analytical

- Ability to identify and record relevant information and/or evidence through observations, interviews, inquiries and inspections while following legal and operational procedures. **(Bring)**

Personal attributes which may link with this skill statement include: thorough, meticulous, logical...

- Ability to analyze and verify facts and complex, conflicting information and evidence to determine compliance with occupational health and safety legislation. **(Bring)**

Personal attributes which may link with this skill statement include: logical, analytical, meticulous...

Technical

- Ability to input, edit, update and retrieve information from a word processing package quickly and with accuracy. **(Bring)**

Personal attributes which may link with this skill statement include: thorough, organized...



Personal Attributes

(Bring)

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioural examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

Personal attributes for the Occupational Health Officers include:

To Be...

- balanced /open-minded
- sensitive
- assertive/ persuasive
- logical/ analytical
- accommodate individual differences
- empathetic
- self-motivated
- flexible/ co-operative
- meticulous/ thorough
- organized
- objective
- supportive
- confident/ outgoing
- trustworthy
- respectful
- welcoming
- equitable
- understanding

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