

## Health and Safety Inspectorate

### Trainee Health and Safety Inspector Information leaflet

#### ***What does the Inspectorate do?***

Our role is to prevent death, injury and ill health to those at work and those directly affected by work activities. Our key priorities are to:

- ensure the regulatory framework remains effective and appropriate for Jersey
- secure compliance with the Law in a firm but fair and proportionate manner
- reduce the incidence and/or severity of accidents and ill health in workplaces, and during activities which give rise to the most serious risks
- lead and engage with others to improve workplace health and safety
- enable improvement through efficient and effective service delivery, seeking opportunities for integration and collaboration with our JHA partners

In 2022, 1313 people were signed off work because of a work-related accident or development of a work-related ill health condition in Jersey. We seek to reduce the number of accidents and ill health at work and improve the way health and safety is perceived and managed by everybody concerned, particularly in high-risk industries.

We use many ways to promote workplace health and safety. This includes providing information, guidance and advice as well as carrying out inspections of workplaces, responding to complaints about working activities and enforcing the health and safety at work legislation using a variety of legal powers available to us. We concentrate our work where the risks are likely to be highest and where it will have the greatest impact.

We also develop proposals for improving the legislative framework for health and safety at work which are put before the Minister for Social Security, who has political responsibility for health and safety at work.

As an Inspector, no two-days are the same. The health and safety at work legislation applies to all working activities and workplaces in the island, in both the public and private sectors, including construction sites, workshops, farms, retail premises, hospitals, garages and major hazard sites. We also have a role in advising the Bailiff on Public Entertainment.

#### ***What does an Inspector do?***

You may visit premises following an accident or a complaint, or as part of a planned but unannounced inspection. You will not always be welcome, so your strong

interpersonal skills and an appropriate level of assertiveness will be important. The investigation of fatal and serious accidents may mean dealing with bereaved families and traumatised and distressed individuals as well as anxious and concerned duty holders.

You will deal with people at every level in an organisation: directors and managers, employees, union representatives and members of the public. Their level of knowledge and understanding of health and safety issues will vary and therefore you will need to be able to adapt your style of communication to achieve the desired result. You will be required to be fair and open-minded and show an appreciation of the needs of others.

By using informed judgement, based on your training, and strong influencing skills, your job will be to persuade people to make changes to improve working conditions and reduce the potential for serious or fatal accidents. Not everyone will appreciate what you are trying to achieve and sometimes it may be a struggle to change attitudes and convince others about what is needed. This is, however, a fundamental part of what an Inspector has to do. You will also need to develop the confidence and ability to speak persuasively to a wide variety of audiences, including employers, employees and other representatives.

Although your primary role will be to secure improvements through influence and persuasion, you must be able to exercise a high level of judgement, usually alone and often in difficult and highly stressful situations, to determine the appropriate course of action in any particular instance. This will include taking formal enforcement action when you discover a risk of serious personal injury or significant breaches of the law. It will be your responsibility to determine when action such as the serving of legal Enforcement Notices and/or prosecution may be appropriate, and to gather and present evidence in a report for the Attorney General to consider. You will therefore need a logical and analytical mind and good organisational skills. Training will be given to support your development in these skills.

The nature of the role is such that a significant amount of the work is unpredictable, particularly workplace accidents which occur without warning. You must therefore be able to reprioritise, plan and take on new, and often complex investigations, whilst still having to address on-going commitments.

In certain industries, such as construction, much of the work will be outdoors and could be in all weathers. Inspectors will be required to access all parts of the workplace, including at height, to carry out your work. You need to be prepared to use a range of personal protective equipment and be sufficiently fit in order to carry out your role.

An Inspector's job cannot always be done between normal office hours, so you will need to be flexible, often at short notice. This can include a requirement to respond to calls from the emergency services during the weekend and out-of-hours.

### ***Your training and development***

Inspectors will undergo training, both on-the-job training within the Inspectorate and via a formal 3-year Regulator's training programme administered by the UK Health

and Safety Executive (HSE). The aim of the training is to develop your skills and competence to enable you to become an Inspector following completion of your training.

The training with the HSE includes regular attendance at training seminars in the UK, particularly over the first two years. This training will usually be residential and require you to stay overnight. Training courses will typically range from 3 – 5 days in duration, and will often require you to travel at the weekend.

A key part of the training is the Post Graduate Diploma in Regulatory Occupational Health and Safety. The Diploma is a bespoke, specialist qualification administered by the HSE in conjunction with an external awarding body, and includes a significant amount of formal legal training. In order to remain employed as an Inspector you must pass all elements of the Post Graduate Diploma. You will be given comprehensive support to help you to achieve this.

The Diploma is a unique qualification, which, together with tutorials, course work, independent assessments and work-based learning provided by both the HSE and the Inspectorate, will provide you with a structured learning and development programme that will enable you to have the technical and legal skills you need to be an Inspector.

You will need to have a first degree which is an Honours degree in any discipline, or equivalent qualification, in order to be considered for the post. This is to ensure that you are eligible to undertake the Post Graduate Diploma. If you have an equivalent qualification to an Honours degree (i.e. level 6 on the Regulated Qualification Framework (formally the Qualification and Credit Framework) you will need to demonstrate that your qualifications will meet the required standard.

### ***What are the rewards?***

On appointment you will be offered a Grade 9 post and receive a salary of £47,711.76. Subject to satisfactory performance you will be re-graded every 6 months in accordance with a planned grade progression plan and will, on satisfactory completion of your three-year training programme, be re-graded to the Grade 12 post of Inspector (current salary range of £67,874 - £74,599).

The post is a permanent position, although you will be required to successfully pass all elements of the Post Graduate Diploma in order to remain employed as an Inspector.

Training costs will be met by the Department. Travel, accommodation and subsistence expenses will be reimbursed in line with States policies.

### ***About you***

Whatever your background, you need to be committed to improving health and safety in the workplace.

You will have an Honours degree or an equivalent professional/academic qualification (i.e., level 6 on the Qualification and Credit Framework, formally the National Qualifications Framework)

You will need to be able to learn about and understand a wide range of industrial processes. You will also need good comprehension skills to understand legal and technical documents and have the ability to write clear, accurate and succinct letters and reports which can be understood by recipients with varying degrees of technical and/or legal knowledge.

You must have excellent interpersonal and influencing skills, be able to exercise a high level of judgement and be capable of reaching meaningful and balanced judgements, often in difficult and stressful situations. For most of the time when out visiting workplaces you will be working alone, so you need to be self-reliant and comfortable working independently. However, as much of your work will contribute to wider Inspectorate programmes and projects you should also be able to work collaboratively and flexibly within a small team of colleagues. Above all, you must be professional and demonstrate calm and poise when working under pressure in a very demanding job.

Elaine Harbour  
Director of Health and Safety

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