



SCHOOL OF SUSTAINABLE BUILDING
AND ENVIRONMENTAL MANAGEMENT

OCCUPATIONAL HEALTH AND SAFETY DIPLOMA PROGRAM

Career Investigation Report

To complete the Career Investigation you should contact a minimum of two Occupational Health and Safety Professionals who are employed and working in the field. The following is an example of the type of industries that often employ Occupational Health and Safety Professionals: Oil and Gas, Energy Transmission, Transportation, Forestry, Petrochemical, Utility, Safety, Construction, Government and Health sectors.

There are eight questions in the OHS career investigation that provide applicants the opportunity to provide the program with insight into their understanding of the field of Occupational Health and Safety. Each question will be individually scored as follows:

FOCUS	
4	Answer reflects that topic has been researched well (multi-sources) and is delivered in applicant's own words; message is clear and focused; answer is grammatically correct and error free.
3	Answer reflects limited research but is delivered in applicant's own words; message is clear and focused; answer is grammatically correct and error free.
2	Answer addresses question but is not always on topic; or answers are word-for-word from source; answer reflects poor grammar and may contain spelling mistakes.
1	Briefly addresses question or is off topic; answers appear to be word-for-word from source; answer contains numerous grammar and/or spelling mistakes.



Guidelines

It is essential that anyone applying to the Occupational Health and Safety Diploma Program have a clear understanding of the educational program as well as the responsibilities of Occupational Health and Safety professionals. This questionnaire allows you to detail how you came to the decision that you are serious about becoming a member of this profession. Include as much relevant information as possible using ONLY this form and complete all sections.

Please submit a typed Career Investigation Report; handwritten submissions will be rejected. Once you have completed the report, you must send it to the Registrar's Office, along with your official transcripts, to be added to your admissions file. Applications to the Occupational Health and Safety program will not be considered for admission until all required supporting documentation has been received.

You can submit your Career Investigation Report by uploading a saved copy through the MyNAIT Portal. For detailed instructions on how to submit your Career Investigation Report online, please visit www.nait.ca/careerinvestigation. In this case you do not need to sign the last page of the form. Alternatively a printed and signed hard copy of the report can be submitted in person or by mail to the Registrar's Office at the address below:

Office of the Registrar
11762-106 St. NW, Suite 1000
Edmonton, AB T5G 3H1

Name: _____ Date: _____



Section 1:

You must interview at least two occupational health and safety professionals as part of your career investigation. Neither safety professional may be associated with NAIT. For each person interviewed, please provide the following: name, phone number, mailing address, email address, title, employer,

Contact 1:

Name: _____

Phone Number: _____

Mailing Address _____

Email: _____

Title: _____

Employer: _____

Years in OH&S: _____

Specialty: _____

Typical Duties: _____

Contact 2:

Name: _____

Phone Number: _____

Mailing Address: _____

Email: _____

Title: _____

Employer: _____

Years in OH&S: _____

Specialty: _____

Typical Duties: _____



Section 2:

Please answer all questions in this section.

- 1) What steps have you taken to investigate occupational health and safety as a career?
(Other than the two interviews listed above.)
(600 Character Limit)

- 2) What attributes do successful and competent occupational health and safety professionals demonstrate?
(600 Character Limit)

- 3) What personal attributes do you possess to be a successful student in this program?
(600 Character Limit)

- 4) What may be perceived as potential drawbacks and or risks of working in this profession?
(1100 Character Limit)



Section 2 continued:

Please answer all questions in this section.

- 5) What are typical duties performed by an occupational health and safety professional?
(600 Character Limit)

- 6) What are some career opportunities available for occupational health and safety professionals?
(600 Character Limit)

- 7) Why have you chosen occupational health and safety as a career?
(600 Character Limit)

- 8) Describe how you think your life, education, and/or work experiences will contribute to your career as an OHS professional.
(1100 Character Limit)



Section 3:

How did you learn about the OH&S Program at NAIT?

Website

Information week at NAIT

NAIT open house

Newspaper ad (*please specify*)

Friend

Other (*please specify*)

As part of the Occupational Health and Safety Diploma Program, I understand that I will be required to complete a four-month (525-hour) Work Co-operative. I understand that the Work Co-operative may be in locations other than Edmonton and that I am responsible for any costs related to my Work Co-operative.

Yes

No

The OH&S program has one intake each year, at the main Edmonton Main Campus (August start)

APPLICANT'S CHECKLIST FOR APPLYING TO THE OH&S DIPLOMA PROGRAM

In order for your application to be processed all of the following must be completed and submitted:

Complete the NAIT Occupational Health and Safety Diploma Program Application Form

Enclose a complete and current Career Investigation Form

Submit a current Official High School Transcript and current Post Secondary Transcript (if applicable)

By checking this box I certify that I completed this form in my own words. I recognize that if I have plagiarized or provided any false information in any part of this document, I will forfeit my admission to the Occupational Health and Safety diploma program.

A signature is not required if this form is submitted electronically through the [MyNAIT Portal](#)

Signature: _____ Date: _____