

---

## Overview

This standard covers the skills and knowledge required to identify plans and priorities of the regulatory authority for work related health and safety, and contribute to them effectively.

It covers

1. drawing up personal plans of work to achieve organisational goals for health and safety regulation;
2. adjusting and implementing personal plans of work so as to work efficiently and achieve priorities relating to work related health and safety regulation; and
3. influencing organisational requirements and resources relating to health and safety regulation

The activities you are likely to be involved in:

1. deciding how you can contribute to the implementation of the plans and priorities of the regulatory authority for work related health and safety, through a range of intervention techniques, e.g. investigation, inspection, enforcement and promotional activities;
2. drawing up your own plans of work to achieve your targets for health and safety regulation adjusting plans to make efficient use of resources;
3. prioritising your work; and
4. identifying a range of activities through which to achieve your development needs and incorporating them into your plans

---

## Performance criteria

### *You must be able to:*

1. identify objectives, priorities and plans of your team and how they link to those of the regulatory authority
2. plan, prioritise and agree regulatory and developmental activities you will undertake to contribute to organisational goals
3. draw up short, medium- and long-term plans which make efficient use of your own and colleagues' resources
4. implement plans to deliver regulatory activities to meet organisational goals and priorities
5. adapt and adjust plans to react to emergencies and contingencies, including the needs of colleagues following standard operating procedures
6. manage time effectively and plan so that priority issues are dealt with in a timely manner
7. apply your judgement and address new priorities as they become known to you by appropriate adjustment of your plans
8. meet any SMART targets for completion of work agreed by the regulatory authority or set by your organisation
9. implement plans to deliver regulatory activity in an effective manner, which makes efficient use of your own and colleague's resources, and maintains your own and the regulatory authority's integrity

---

## Knowledge and understanding

### *You need to know and understand:*

1. how to identify objectives, priorities and plans of the regulatory organisation and your operational unit
2. how objectives, priorities and plans can be met through regulatory activities
3. how to interpret organisational plans, priorities and goals into personal objectives and plans
4. how to make use of a range of intervention techniques
5. effectiveness of different intervention techniques
6. how to identify and use a variety of sources of information and help
7. how to estimate resource implications of activities
8. how to plan work
9. how to draw up your own plans which take forward those of the regulatory authority, your operational unit and your training and development needs
10. how to make optimum use of resources you have available (your own and others)
11. how to prioritise your workload so that the most important issues are dealt with
12. how to use databases and other information sources
13. how to identify and apply relevant statutory requirements and industry best practice

PROHSR1

Identify plans and priorities of the regulatory authority for work related health and safety, and contribute to them effectively



---

<b>Developed by</b>	Improve
<b>Version Number</b>	2
<b>Date Approved</b>	01 Jan 2019
<b>Indicative Review Date</b>	01 Jan 2023
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	Proskills
<b>Original URN</b>	PROHSR1
<b>Relevant Occupations</b>	Health and Safety Managers, Health and Safety Officers, Occupational Health Workers, Occupational Hygienists and Safety Officers (health and safety)
<b>Suite</b>	Health and Safety
<b>Keywords</b>	Occupational health and safety; health and safety; regulatory authority

---