

NDIS QUALITY SAFEGUARDING & WHS MANAGEMENT REVIEW, & CONTINUOUS IMPROVEMENT POLICY AND PROCEDURE

Policy Statement

This policy and procedure are to ensure that the NDIS Quality Safeguarding and WHS management remains an element in Mypower Foundations achieving its goals and remaining in line with relevant legislation.

NDIS Quality Safeguards and WHS policies and procedures are in place to ensure we adhere to our legal requirements and maintain the high quality and safe supports and services for participants and the work health and safety of our workforce.

continuous improvement is a cultural and operational imperative for Mypower Foundations.

Feedback from stakeholders, both internal and external, is valuable and will be actively sought to ensure improvements align with client and staff needs.

Definitions

NDIS Quality Safeguarding and WHS Management System - These include all policies, procedures and activities relating to the NDIS Quality Safeguarding and Workplace health and safety within the organisation.

NDIS Quality Safeguarding ensures supports and services are provided in a safe and competent manner, with care and skill. Mypower Foundations acts with integrity, honesty, and transparency. Mypower Foundations promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people living with disability.

Stakeholders: Individuals or groups who are affected by or can affect Mypower Foundations' operations, including clients, contractors, suppliers, employees, regulators, etc.

WHS (Work Health and Safety): Pertaining to the safety, health, and welfare of people engaged in work or employment.

Procedure

- The Director will regularly review the NDIS Quality Safeguarding and WHS management system.
- The Director also reviews results of any audits, reports, and risk assessments procedures. Relevant feedback over the past twelve

months may also be used to assist with this process.

- Feedback will be solicited from clients, organisation members, and other stakeholders before the review process. This feedback will be used for practical insights into the effectiveness of existing procedures and areas for improvement
- The Director will review the NDIS Quality Safeguards and WHS Policy, and any legislative changes that may have been introduced over the past twelve months.
- Input of third-party professionals or industry experts will be acquired if necessary, during the review process to ensure alignment with industry best practices.
- Revised procedures will be developed or modified as required. New procedures which are required will be implemented, and policies updated and signed off as being revised.
- Contractors and employees will then be informed of any new procedures as soon as practicable but have access to all new procedures through access Nightingale.
- Feedback, incidents reports, emails and case notes will be used to track the effectiveness and impact of any changes made.

Responsibility

It is the responsibility of the Director to review the NDIS Quality Safeguarding and WHS management system on an annual basis, and to revise and improve in consultation with the contractors, clients, and other stakeholders. Contractors and employees are responsible for implementing and adhering to any revised or newly introduced procedures.

Relevant Legislation and Policies

- Privacy Act 1988
- Work Health and Safety Act 2011
- NSW Disability Services Standards
- National Standards for Disability Services
- Disability Discrimination Act 1992
- National Disability Insurance Scheme Act 2013
- NDIS Code of Conduct
- NDIS Quality and Safeguarding Framework
- Universal Declaration of Human Rights
- United Nations Convention on The Rights of Persons with Disabilities