

Ref: S6.65	 QUALITY, HEALTH AND SAFETY POLICY
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TARGET GROUP/APPLIES TO:

This policy applies to The Housing Connection (THC). The Board, Management and Staff are required to uphold this policy. It is to be communicated to all stakeholders and available to relevant interested parties.

Version: 2.0

Review Cycle: 3 years

PURPOSE

1. To provide a framework for setting objectives which are measurable, time limited, aimed at continuous improvement and seek to eliminate work related injury and illness.
2. To demonstrate THC's commitment to compliance with relevant legislation, ISO 9001:2015 Quality Management Systems- requirements, AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specifications' and the National Standards for Disability Services (NDIS) (Quality Indicators) Guidelines 2018 and associated Codes and requirements.

POLICY STATEMENT

This Quality, Health and Safety Policy is relevant to all the activities and interactions undertaken at or on behalf of THC, and its principles are to be considered in all planning, contracting and tendering opportunities relevant to THC.

POLICY:

1. THC will review the Quality and Health and Safety Management program at an annual meeting of senior management as delegated by the THC Board.
2. Quality and health and safety objectives for each year or desired frequency, will be developed by the organisation and ratified at the annual review meeting or as decided. Objectives set for the previous period will be reviewed.
3. Quality, health and safety objectives will be compatible with THC strategic objectives and will include planned staff development for the period.
4. Processes to support compliance with quality standards will include at least, management of documentation, monitoring and measurement including but not limited to internal audit and stakeholder feedback, management of incidents/non-conforming practices including complaints, and a quality manual to describe the quality management system in place at THC.
5. Processes to support compliance with Workplace health and safety will include at least, a hazard and risk management process, incident management, WHS consultation, Emergency planning and injury management.
6. This Policy will be made available to interested parties on request, and be available on the THC intranet, and the office notice board.
7. Quality and WHS will be standing agenda items for all THC meetings to ensure all levels of staff and management are kept informed.

Responsibilities:

THC Board:

- Annual review and approval of this Quality Policy to confirm it is appropriate to THC and supports its strategic direction.

Management Team:

- Individual and collective commitment to ensuring the application of this policy.
- Communicating this policy to all staff and using it as the foundation in performance planning.

Staff:

- Being familiar with this policy and ensuring all plans and actions are congruent with its intent.

AGENCIES AND SUPPORT SERVICES

- Third Party Certifying Auditing Body

DOCUMENTATION

Documents related to this policy				
Policy context: This policy relates to: Quality, Health & Safety				
Standards, Legislation or other external requirements		<ul style="list-style-type: none">ISO 9001:2015 Quality Management Systems – Requirements Clause 5.2AS/NZS 4801: 2001 Occupational Health & Safety Management Systems – SpecificationsISO DIS 4500.2 International Occupational Health & Safety Management System Standard. <p>Work Health & Safety Act 2011</p> <ul style="list-style-type: none">Work Health and Safety Regulation 2017NDIS ACT 2013NDIS (Quality Indicators) Guidelines 2018		
Related internal policies		<ul style="list-style-type: none">S6.60_ThC Quality Management SystemS6.62_ Internal AuditS6.39_ Document ManagementS1.15_ Incident ManagementS6.42_ Risk Management		
Reviewing and approving this policy				
Frequency		Person responsible		Approval
2 years		CEO		ThC Board Members
Policy review and version tracking				
Version	Date Approved	Review	Approved by	Next Review Due
1.0	Apr 2018	CEO	Board	Apr 2021
2.0	Apr 2020	CEO	Board	Apr 2023