

Domain**HAIRDRESSING****Title:****Apply personal health and safety routines
in a hairdressing salon environment****Level: 1****Credits: 4****Purpose**

This unit standard specifies the competencies required to apply personal health and safety routines in a hairdressing salon environment. It includes procedures for handling and using chemicals safely, handling hairdressing equipment safely, practising personal hygiene, practicing health posture, assessing risks and following emergency procedures. This unit standard is intended for those who work as hairdressers.

Special Notes

1. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which hairdressing operations are carried out.
2. All procedures associated with the use of tools, equipment and products shall comply with manufacturers' specifications and/or workplace guidelines and instructions.
3. Glossary of terms:
 - '*hairdressing chemical services*' refers to curling/volumising solutions, neutralising, chemical straightening, hair colouring and hair lightening products
 - '*dermatitis*' refers to hairdressing products contain chemicals that can cause skin diseases - for both hairdressers and clients
 - '*posture and/or deportment*' refers to manners that might damage the hairdresser by causing back injuries, muscle spasms, aches and pains which in turn cause tiredness and irritability and in turn this can cause the hairdresser to be less aware of the hazards that appear in the salon
 - '*specifications*' refers to any, or all of the following: manufacturers' product instructions and recommendations, workplace specific requirements
 - '*risk*' refers to a source of danger, suffering, harm or loss
 - '*hazard*' refers to thing likely to cause injury or loss
 - '*hazardous*' refers to involving risk or danger.
4. Performance of all elements in this unit standard must comply with industry standards.
5. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 11, 2007
 - Occupational Health and Safety Regulations No. 18, 1997
 and all subsequent amendments.
6. This unit standard applies to all type of hairs and range of people from different social, cultural or ethnic backgrounds.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Plan and prepare for work

Range

Planning and preparation may include but is not limited to workplace inspection, equipment defect identification, assessment of conditions and hazards and determination of work requirements.

Tools and equipment may include but are not limited to comb, sectioning clips, pins, rubber bands, and ribbons.

Products may include but are not limited to holding products, moulding cream and gel.

Performance Criteria

- 1.1 Safety requirements are followed in line with safety plans and policies.
- 1.2 Tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults reported.
- 1.3 Products are safely handled and located ready for use in line with workplace procedures.
- 1.4 Measurement requirements for products are sourced and implemented in line with manufacturers' specifications and workplace procedures.
- 1.5 Environmental protection requirements are identified and applied in line with environmental plans and regulatory obligations.

Element 2: Handle and use chemicals safely

Range

Symptoms may include but are not limited to condition of skin such as dry, itchy, flaking, split and cracked.

Causes may include but are not limited to irritants (frequent and ongoing exposure to water, shampoos and styling products, soaps and detergents, heat, hydrogen peroxide, chemical curling, volumising and straightening products) and allergy to particular products (hair dyes, bleach products, latex in natural rubber, such as that found in cheap, powdered, disposable latex gloves).

Common forms of occupational contact dermatitis may include but are not limited to irritant contact dermatitis, allergic contact dermatitis and contact urticaria.

Preventative routines may include but are not limited to using moisturisers regularly during the working day, when hands are in contact with hairdressing chemicals, developing the habit of wearing gloves, throwing away disposable gloves after each use, wearing reusable rubber gloves when cleaning in the workplace and not wearing rings while working with moisture and chemicals.

Performance Criteria

- 2.1 Procedures and information required for handling and using chemicals safely are identified and sourced in line with workplace procedures.
- 2.2 The symptoms, causes and common forms of occupational contact dermatitis are recognised and preventative routines are implemented in line with workplace procedures.
- 2.3 Protective gloves are worn for hairdressing chemical services in line with manufacturer's product safety data sheets and workplace procedures.
- 2.4 Facial masks and goggles are worn when mixing colour and/or lightening products where indicated in relevant legislation, manufacturer's product safety data and in line with workplace procedures.
- 2.5 Skin protective barrier creams are applied regularly to protect skin in regular contact with water and shampoo.
- 2.6 Cleaning and disinfecting products are diluted in line with manufacturer's instructions.

Element 3: Handle hairdressing equipment safely

Range

Tools and equipment may include but are not limited to rollers, setting combs, brushes, scissors, razors, clippers and electrical equipments.

Performance Criteria

- 3.1 Procedures and information required for handling hairdressing equipment safely are identified and sourced in line with product specifications and workplace procedures.
- 3.2 Scissors are held with points away from the body and passed with handles away from the body.
- 3.3 Scissors blades are wiped with care away from the body and towards the point.
- 3.4 Disposable razor blades are removed and replaced according to workplace safety procedures.
- 3.5 Used blades are disposed in line with relevant legislation and safe workplace procedures.

- 3.6 Electrical sockets are switched off when inserting and removing plugs on thermal equipment.
- 3.7 Equipment with loose wires is discarded and reported in line with workplace maintenance procedures.

Element 4: Practice personal hygiene

Range

Personal hygiene may include but are not limited to wear clean and washable clothing and do not place combs, scissors etc in pockets, wash hands using warm water and soap before commencing work, after each service rendered and other frequent intervals to ensure cleanliness. Minor cuts and abrasions are to be covered at all times and no person should work as a hairdresser while they have a discharge of pus or serum from any part of the head, neck, hands or arm.

Performance Criteria

- 4.1 Procedures and information required for practicing personal hygiene are identified and sourced in line with product specifications and workplace procedures.
- 4.2 Hands are washed thoroughly with anti-bacterial cleanser before and after client contact.
- 4.3 Relevant legislation and regulations are implemented after contact with infectious disorders.

Element 5: Practice health posture

Performance Criteria

- 5.1 Procedures and information required for practicing health postures are identified and sourced in line with product specifications and workplace procedures.
- 5.2 Posture-supportive closed toe footwear is worn in the workplace.
- 5.3 Client chairs are adjusted up or down where possible to avoid operator bending.
- 5.4 Straight back and shoulders with bending from the knees where required is consistently demonstrated.

Element 6: Assess risks

Range

Hazards may include but are not limited to electrical shocks, chemical spills, gases, liquids under pressure, hazardous materials, manual handling, vapours, and sharp equipment.

Performance Criteria

- 6.1 Hazards in the work area are identified, assessed and reported to designated persons.
- 6.2 Safety issues and risks in the work area are identified, assessed and reported to designated persons.
- 6.3 Safe workplace procedures and safe work instructions are followed for controlling risks.
- 6.4 Safety, hazard, accident or incident reports are contributed to according to workplace and legislative requirements.

Element 7: Follow emergency procedures

Range

Appropriate personnel to be contacted in case of an emergency, accident, fire or to report a risk are designated safety officers, determined by the company, who have undertaken specific safety response training, supervisors, managers or other senior personnel.

Emergency procedures are to include but are not limited to, extinguishing fires, organisational first aid requirements and evacuation procedures.

Types of fire may include but are not limited to, electrical, chemical, gas, mechanical, paper, wood or natural fire.

Fire equipment may include fire truck, fire reel, fire extinguishers and manual fire fighting instruments.

Performance Criteria

- 7.1 Appropriate personnel are identified in the event of an emergency in accordance with workplace procedures.
- 7.2 Safe work place procedures for dealing with accidents, fires and emergencies are followed within scope of responsibilities and workplace procedures.
- 7.3 Emergency and evacuation procedures are practiced and carried out when required.

Element 8: Complete work and clean up

Range

Reusable material may include but are not limited to towels, capes, aprons, glasses and cups.

Performance Criteria

- 8.1 Work is completed and appropriate personnel notified in line with workplace procedures.

- 8.2 Work area is cleared of waste, cleaned, restored and secured in line with workplace procedures.
- 8.3 Reusable material is collected, cleaned and stored in line with workplace procedures.
- 8.4 Equipment used is cleaned, maintained, checked for serviceability and stored in line with workplace procedures.
- 8.5 Work completion details are finalised in line with workplace procedures.

Registration Data

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