



Australian Government

**Assessment Requirements for
SHBXWHS003 Apply safe hygiene, health
and work practices**

Release: 1

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Modification History

Supersedes and is not equivalent to SHBXWHS001 Apply safe hygiene, health and work practices.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- integrate the use of predetermined health, safety and security policies, procedures and safe work practices into day-to-day work functions across six, three hour work periods including:
 - correctly applying personal protection and infection control procedures to minimise infection risk before, during and after six salon treatments or services
- while performing the above treatment or services follow organisational procedures for safe:
 - cleaning of blood or body fluid spills
 - disposal of sharps and single use instruments
 - select, prepare, use and store cleaning and disinfection equipment and products for:
 - equipment
 - general salon areas
 - work surfaces
 - sequencing cleaning and disinfection procedures for effective decontamination of reusable equipment
 - identifying incidents of short circuits, overloaded circuits and equipment wear and deterioration
 - taking safe remedial action and reporting to supervisor following organisational procedures
 - identifying workplace hazards and following organisational procedures for reporting:
 - chemical spills
 - broken or faulty tools and equipment
 - fire
 - needle stick injury
 - slip, trips and falls
 - spills and leakage of materials
- clean general salon area on two occasions
- participate in two hazard identification and associated risk assessment activities
- respond in line with organisational emergency procedures during one emergency evacuation.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- basic aspects of the relevant state or territory Occupational Health and Safety (OHS) or Work Health and Safety (WHS) legislation:
 - responsibilities of persons conducting a business or undertaking (PCBU) or employer
 - worker responsibilities to participate in work health and safety practices
 - worker responsibility to ensure safety of self, other workers and other people in the workplace
 - ramifications of failure to observe OHS or WHS law and organisational policies and procedures
- industry and organisational procedures relevant to own job role:
 - workplace hazards and associated health, safety and security risks
 - health, safety and security policies and procedures for:
 - consultation
 - managing emergencies
 - hazard identification, reporting and risk assessment
 - dangerous incident and injury reporting
 - working safely with tools, equipment and hazardous substances
- format and use of template:
 - reports for hazards, injuries, emergencies and dangerous incidents
 - risk assessments
- hierarchy of risk control:
 - eliminate risks
 - substitute hazard with safer alternative
 - isolate the hazard from people
 - reduce risk through engineering controls
 - reduce exposure to hazards using administrative controls
 - use personal protective equipment
- safe work practices for own job role with particular emphasis on:
 - safe use of tools and equipment
 - safe use and storage of hazardous substances and cleaning products
 - safe manual handling techniques for bending, lifting and shifting heavy items
 - potential injury and illness impacts of unsafe beauty work practices including bullying and harassment
- relevant state or territory and local legislation and guidelines relevant to own job role:
 - health and hygiene when providing beauty treatments
 - skin penetration
- infection control procedures relevant to salon treatments and to own job role:

- equipment and work surface design, cleaning and disinfecting
- handling and disposal of sharps
- laundry procedures
- personal hygiene practices
- personal protective equipment
- organisational infection control procedures:
 - cleaning sequence and rosters
 - preparation and use of cleaning chemicals
 - treatment procedures
 - process for managing exposure to infectious clients
- infectious agents and their relationship to salon treatments and service:
 - viruses
 - bacteria
 - fungi
 - parasites
- transmission routes of infectious diseases and their relationship to personal services and treatments:
 - direct contact
 - non-intact skin
 - work surfaces
 - equipment
- cross infection:
 - client to operator
 - operator to client
 - operator to operator
- blood to blood infections:
 - HIV/AIDS
 - hepatitis
- contingency procedures for occupational exposure to blood and body fluid
- infectious contraindications relevant to own job role and required action steps:
 - erysipelas
 - herpes
 - impetigo
 - pediculosis
 - scabies
- appropriate selection and use of personal protective equipment relevant to own job role
- immunisation protection for workers in the personal services industry
- methods of cleaning procedures used in a salon environment
- benefits of physical, thermal and chemical disinfection
- different types, dilutions and storage of chemical disinfection products

- safe use of electrical equipment and according to manufacturer instructions relevant to own job role:
 - safety considerations:
 - contingency plans and emergency procedures
 - effects of electrocution
 - factors affecting severity of electrical shock
 - how short circuits occur:
 - faulty equipment or insulation
 - current that bypasses the load
 - how overloaded circuits occur:
 - faulty equipment
 - excessive current through circuit
 - types of electrical safety devices:
 - earth leakage circuit breakers
 - overload cut out devices:
 - circuit breakers
 - fuses
 - surge protectors
- causes of static electricity and minimisation in a salon environment.

Assessment Conditions

Skills must be demonstrated in a personal services salon environment; this can be:

- an industry workplace
- a simulated industry environment set up for the purpose of skills assessment, that provides services to paying members of the public.

Assessment must ensure access to:

- salon equipment:
 - hand washing facilities
 - basin
 - hot and cold running water
 - liquid soap and single use towels or hand dryer
- current plain English regulatory documents and codes of practice distributed by the local work health and safety government regulator
- organisational policies and procedures used for managing work health and safety practices:
 - administering first aid
 - consultation
 - electrical equipment
 - infection control

- managing emergencies
- hazard identification, reporting and risk assessment
- dangerous incident and injury reporting
- working safely with beauty tools, equipment and hazardous substances
- template reports for:
 - hazard identification and reporting
 - dangerous incident reporting
 - injury reporting
- manufacturer instructions and safety data sheets (SDS) for cleaning and disinfection of tools and equipment.

Assessment must ensure use of:

- cleaning and disinfection products
- cleaning and disinfection equipment for mixing and storage
- disposable spatulas, wipes, sponges, cotton wool and tissues
- electrical equipment
- personal protective equipment:
 - apron
 - clothing
 - eye protection
 - closed footwear
 - gloves; treatment and cleaning
 - masks
- sharps and sharps disposal container.

Assessment activities that allow the individual to:

- demonstrate competency in an environment reflective of real work situations
- manage tasks and contingencies in the context of the job role.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- hold a qualification as a beautician, nail technician, beauty therapist or hairdresser
- have worked as a beautician, nail technician, beauty therapist or hairdresser for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=255d312b-db07-48f2-b6d6-1b0b06c42898>