



Australian Government

Department of Education, Employment and Workplace Relations

SIHHIND201A Maintain and organise tools, equipment and work areas

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to maintain and organise tools, equipment and work areas in hairdressing service environments.

Application of the Unit

This unit applies to hairdressers and hairdressers in training who maintain and organise work areas to keep the salon tidy, clean, safe and appropriate to the client service provided.

A person undertaking this role works under supervision and guidance from others.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Element

Performance Criteria

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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|--|---|
| 1. Clean, disinfect and store tools and equipment. | 1.1. Clean residual hair and product from <i>tools and equipment</i> .
1.2. Clean and disinfect tools and equipment, according to relevant health regulations and <i>salon procedures</i> .
1.3. Store <i>clean linen</i> in a clean dry place, according to health regulations and salon procedures.
1.4. Store cleaned and disinfected tools and equipment, according to health regulations and salon procedures. |
| 2. Maintain tools and equipment. | 2.1. Clean, oil and reset <i>scissors</i> and <i>clippers</i> regularly.
2.2. Check scissors and clippers for bluntness and refer for sharpening as required.
2.3. Examine disposable razor blades to detect imperfections and defects and replace as required.
2.4. Dispose of discarded blades, according to relevant legislation and workplace policies and procedures.
2.5. Maintain all tools and equipment in working condition, according to manufacturer instructions.
2.6. Check electrical equipment for loose wires and refer to a licensed electrician for repair where required.
2.7. Maintain electrical equipment according to <i>relevant legislative and regulatory requirements</i> and manufacturer instructions. |
| 3. Organise work areas. | 3.1. Maintain <i>work areas</i> in a safe, uncluttered and organised manner, according to salon policy.
3.2. Set up work areas, according to the service to be provided.
3.3. Apply salon procedures for tidying work areas and placing items in designated areas.
3.4. Apply salon occupational health and safety procedures. |
| 4. Clean work areas. | 4.1. Apply salon procedures and legislative requirements that relate to the hygiene and safety of service and work areas. |

- 4.2. Follow salon procedures, and local health regulations when cleaning work areas, according to area function.
- 4.3. Remove and dispose of waste promptly, according to salon procedures.
- 4.4. Report spills, food, waste and other potential hazards to ***appropriate personnel*** and remove from floors, according to salon policy and legislative requirements.
- 4.5. Display signage promptly to indicate ***unsafe areas***.
- 4.6. Use cleaning and maintenance equipment, according to manufacturer safety and operational instructions, and legislative requirements.
- 4.7. Maintain and store cleaning and maintenance equipment after use.
- 4.8. Dispose of cleaning waste, according to salon procedures to minimise negative environmental impacts.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to report spills, food, waste and other potential hazards to appropriate personnel and seek direction on action
- technical skills to:
 - use and maintain cleaning equipment
 - use and store chemicals, hazardous substances and flammable materials
 - use electrical and other equipment
 - check electrical equipment for obvious faults
 - reset clippers and scissors
 - replace disposable razor blades
- literacy skills to:
 - interpret and follow workplace procedures
 - interpret salon procedures and follow a regular routine that complies with legislative requirements for the cleaning, storage and maintenance of linen, tools and equipment used in hairdressing services
 - interpret and follow labels and instructions on chemicals, hazardous substances and flammable materials
- numeracy skills to:
 - measure, mix and apply disinfecting and cleaning chemicals in correct proportions
 - minimise product waste

Required knowledge

- transmission routes of infectious conditions
- standard infection control precautions
- salon policies and procedures relating to:
 - relevant health regulations
 - cleaning maintenance and storage of linen, tools and equipment
 - tagging and repair of electrical equipment
 - housekeeping
 - personal hygiene
 - maintenance and storage of cleaning equipment
 - use and storage of cleaning chemicals
 - compliance with state or territory and local government health regulations relevant to various hairdressing service areas and items of equipment
 - occupational health and safety procedures including:
 - manual handling
 - procedures for care and protection of the operator when using cleaning products

- salon hazards
- environmental protection practices, such as:
 - waste minimisation
 - recycling
 - re-use
 - energy efficiency, e.g. electricity saving devices and practices
 - waste disposal including hazardous waste
 - resource management disposal of sharps such as used blades
 - water efficiency
- relevant occupational health and safety regulations
- relevant labels to identify chemicals and hazardous substances, including hazardous chemicals (HAZCHEM) labels
- manufacturer instructions for the use of cleaning equipment

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- application of relevant health regulations and salon procedures
- applying salon cleaning and set-up routines for work and service areas
- applying salon procedures for cleaning, disinfection and safe storage of linen, tools and equipment used in hairdressing services
- ability to check and maintain a range of tools and equipment in safe working order
- cleaning, oiling and resetting clippers and scissors
- regular application of salon housekeeping programs and routines, including reporting faults and problems to relevant persons, and checking and referring tools and equipment for repair as required
- completing tasks in set timeframes.

Context of and specific resources for assessment

Assessment must ensure access to:

- a salon or a simulated salon environment that includes a range of work situations such as client interruptions and involvement in other related activities normally expected in the salon
- a fully equipped salon which includes as a minimum:
 - a fully functional client reception area
 - a basin services area
 - equipment and work stations suitable for services, including:
 - hair and scalp treatments
 - haircutting
 - hair design
 - hair colouring
 - hair lightening
 - reformation
 - straightening and relaxing services
 - a supply of clean towels
 - a supply of clean client gowns or wraps
- cleaning products and equipment
- relevant documentation, such as:

- health regulations
- salon procedures
- instructions and safety data for disinfectant and cleaning chemicals

For further guidance on the use of an appropriate simulated environment, refer to the Assessment Guidelines in this Training Package.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct observation of the candidate:
 - cleaning and preparing work areas for specific services
 - performing routine housekeeping
 - maintaining a point of sale area
 - using and maintaining cleaning equipment
- written or verbal questions appropriate to the language and literacy level of the learner to test knowledge which may include:
 - relevant health regulations
 - salon procedures
- review of portfolios of evidence and third-party reports of on-the-job performance.

Guidance information for assessment

A unit of competency describes an individual skill but people rarely perform one skill at a time. Many skills are combined on a day-to-day basis in the workplace as part of work processes. This does not mean that each skill described by a unit of competency is prerequisite to another—they are related skills.

Holistic assessment with other units relevant to the industry sector, salon and job role is recommended, for example:

- SIHHOHS201A Apply salon safety procedures

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Tools and equipment may include:

- electrical equipment
- scissors
- clippers and guards
- neck brushes
- combs
- brushes
- sectioning clips
- rollers
- clips
- perm rods
- tint brushes
- bowls.

Salon procedures may include:

- compliance with state or territory and local government health regulations and guidelines relevant to the service
- occupational health and safety procedures
- environmental protection practices, such as:
 - waste minimisation
 - recycling
 - re-use
 - energy efficiency, e.g. electricity saving devices and practices
 - waste disposal including hazardous waste
 - resource management
 - water efficiency
 - health and hygiene
 - occupational health and safety
 - waste disposal
- use and storage of cleaning chemicals
- housekeeping
- personal hygiene
- maintenance and storage of cleaning equipment
- safe storage of cleaned and disinfected tools and equipment.

Work areas may include:

- counters
- floors

- benches
 - sinks
 - preparation areas
 - personal service areas
 - displays
 - storage areas
 - point of sale areas and point of sale terminals
 - fixtures
 - other working surfaces.
- Clean linen*** may include:
- towels
 - wraps
 - gowns.
- Scissors*** may include:
- straight blades
 - curved blades
 - convex blades
 - texturising shears
 - thinning shears.
- Clippers*** may include:
- cordless rechargeable clippers
 - electric clippers with cords.
- Relevant legislative and regulatory requirements*** may include:
- state and territory health regulations pertaining to hairdressing establishments
 - skin penetration legislation
 - local government (council) health regulations
 - waste removal
 - environmental protection
 - transport, storage and handling of goods
 - hazardous substances and dangerous goods
 - labelling of salon substances
 - occupational health and safety with particular reference to:
 - manual handling
 - care and protection of operator when using cleaning products
 - salon hazards.
- Appropriate personnel*** may include:
- manager
 - senior operator
 - team leader
 - colleague.
- Unsafe areas*** may include:
- spills
 - wet areas
 - sharp edges

- loose wiring
- floors (hair and water).

Unit Sector(s)

Hairdressing