



Australian Government

SHBHIND001 Maintain and organise tools, equipment and work areas

Release: 1

SHBHIND001 Maintain and organise tools, equipment and work areas

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to maintain, organise and clean tools, equipment and work areas to ensure a clean and tidy client environment and the hygienic and safe provision of hair services. Complex and scheduled maintenance would be referred to specialist service technicians.

This unit applies to all hairdressing and barber businesses and to hairdressers and barbers working at all levels.

Health regulations apply in some Australian states and territories for hairdressing and barber businesses to clean and disinfect tools, equipment and work surfaces at designated times. No occupational licensing, certification or other specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Working in Industry

Unit Sector

Hairdressing

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Clean, disinfect and store tools and equipment.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1.Clean tools and equipment, disinfecting according to health regulations and organisational policy
- 1.2.Store tools and equipment, according to health regulations and organisational policy.
- 1.3.Store clean linen, according to health regulations and organisational policy.

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| | 1.4. Use safe manual handling techniques to avoid injury when moving and storing tools and equipment. |
| 2. Maintain tools and equipment. | <p>2.1. Maintain all tools and equipment in working condition, according to manufacturer instructions and use personal protective equipment as required.</p> <p>2.2. Clean, oil and reset scissors and clippers regularly.</p> <p>2.3. Check scissors and clippers regularly for bluntness and refer for sharpening when required.</p> <p>2.4. Examine disposable razor blades to detect defects, replace as required and safely dispose of discarded blades.</p> <p>2.5. Check electrical equipment for loose wires, tag faulty equipment and refer to technical specialists for repair as required.</p> |
| 3. Organise work areas. | <p>3.1. Maintain safe, uncluttered and organised work areas according to organisational policy.</p> <p>3.2. Set up work areas, according to the service to be provided.</p> <p>3.3. Follow organisational policy for tidying work areas and keeping items in designated areas.</p> |
| 4. Clean work areas. | <p>4.1. Clean work surfaces and areas according to the area function, health regulations and organisational hygiene procedures.</p> <p>4.2. Remove and safely dispose of waste promptly, according to organisational procedures.</p> <p>4.3. Report or remove from floors spills, food, waste and other hazards according to organisational policy.</p> <p>4.4. Display signage promptly to indicate slip hazards.</p> <p>4.5. Use cleaning equipment and products, according to manufacturer instructions; maintain and store after use.</p> <p>4.6. Use energy and water resources efficiently and safely dispose of cleaning waste.</p> |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Skill	Description
Reading skills to:	interpret sometimes unfamiliar and detailed documents including organisational procedures, safety data sheets and product and manufacturer instructions.
Numeracy skills to:	complete basic calculations involving ratios to dilute cleaning and disinfection products

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| Planning and organising skills to: | <ul style="list-style-type: none">• identify tension measurements of tools.• schedule time into day-to-day activities to complete cleaning and maintenance activities as part of a logical and time-efficient work flow. |
| Self-management skills to: | <ul style="list-style-type: none">• take responsibility for the regular identification of maintenance requirements for tools and equipment. |

Unit Mapping Information

SIHHIND201A Maintain and organise tools, equipment and work areas

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for SHBHIND001 Maintain and organise tools, equipment and work areas

Modification History

Not applicable.

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:

- use infection control precautions, health regulations and organisational policies and procedures to maintain, clean (and disinfect, as required):
 - four different tools or equipment chosen from the following list:
 - hairdressing scissors
 - disposable blade safety razors
 - clippers and attachments
 - adjustable client services chair
 - tint brushes and combs
 - combs
 - hair and neck brushes
 - shaving brushes
 - two different work areas chosen from the following list:
 - product preparation and storage area, all fixed equipment, work surfaces and floors
 - basin services area, all fixed equipment and floors
 - client reception area, all fixed equipment, work surfaces and floors
 - hairdressing or barbering services workstation area, all work surfaces and floors
- check electrical equipment located in each of the two chosen areas for loose wires; tag and report any faulty equipment.

Knowledge Evidence

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

- the transmission routes of infectious conditions as they apply to cleaning and disinfection activities:
 - client and operator contact with work surfaces
 - client and operator contact with tools and equipment
- key features of, and reasons for, standard infection-control precautions as they apply to cleaning and disinfection activities:
 - hand washing and drying before and after cleaning and waste disposal and using occlusive dressings for own cuts and abrasions

- using alcohol-based hand rub solutions as an adjunct to hand washing
- using personal protective equipment, particularly gloves
- cleaning, disinfecting or sterilising reusable equipment
- cleaning or disinfecting work surfaces, client gowns and towels
- appropriate handling and disposal of single use items and clinical (infectious) waste
- key aspects of local government, state or territory health regulations applicable to hairdressing and barbering services, with particular emphasis on requirements for cleaning and disinfecting linen, tools, equipment, work surfaces and areas
- common types of cleaning and disinfection products:
 - use on different hairdressing or barbering linen, tools, equipment work surfaces and areas
 - role, use and basic content of Safety Data Sheets (SDS) or plain English workplace documents or diagrams that interpret SDS content
 - labelling and safety implications, especially those that identify hazardous chemicals (HAZCHEM)
 - safe practices for using and storing
 - environmentally sound disposal methods for hazardous waste
- safe techniques for maintaining tools and equipment to avoid personal injury
- safe manual handling techniques for moving and storing hairdressing or barbering equipment; those for bending, lifting and carrying heavy equipment
- types and correct use of personal protection equipment for maintaining hairdressing or barbering equipment and completing cleaning and disinfection activities
- manufacturer's instructions and techniques for cleaning, oiling and resetting scissors and clippers
- industry practices and organisational policies and procedures for:
 - identifying risks and potential hazards that cause injury to self or others
 - methods to report and circumvent personal injury risks or hazards
 - general housekeeping
 - cleaning and disinfecting linen, tools, equipment, work surfaces and areas
 - storing clean linen, tools and equipment
 - tagging, reporting and repairing faulty equipment
 - waste disposal for recyclables, sharps, general and hazardous waste
 - reducing water and energy use.

Assessment Conditions

Skills must be demonstrated in a hairdressing or barbering environment; this can be:

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

Assessment must ensure use of:

- activities that require the individual to work with commercial speed, timing and productivity to complete housekeeping, cleaning and tool maintenance activities within designated timeframes that reflect accepted industry practice
- a cleaning and storage area with:
 - preparation benches
 - secure storage for hazardous substances
 - clean client gowns and towels and storage area
 - washing up sink with hot and cold running water for cleaning equipment
 - operator hand washing facilities:
 - basin with hot and cold running water
 - liquid soap
 - single use towels or hand dryer
 - disinfectant products for hairdressing and barbering tools
 - oil for hairdressing scissors and or clippers
 - cleaning and disinfectant products for work surfaces, areas and floors
 - cleaning equipment:
 - brooms
 - mops
 - buckets
 - cleaning cloths
- hairdressing or barbering services workstations with this equipment:
 - one mirror per workstation
 - one adjustable client services chair per workstation
- other areas relevant to the business type which can include:
 - a basin services area
 - a client reception and sales area
 - production preparation area
- tools and equipment as relevant to the business type which can include:
 - hairdressing scissors
 - disposable blade safety razors
 - clippers and attachments
 - tint brushes and combs
 - combs
 - hair and neck brushes
 - shaving brushes
 - thermostatically controlled ceramic flat irons
 - blow dryers
 - heat lamps
 - hairdryers

- personal protective equipment:
 - apron
 - rubber or disposable gloves
 - skin barrier cream
- cleaning and disinfectant product:
 - instructions
 - Safety Data Sheets (SDS) or plain English workplace documents or diagrams that interpret SDS content
- manufacturer instructions for equipment cleaning and maintenance
- current plain English regulatory documents distributed by government regulators for health and hygiene applicable to hairdressing and barbering services
- organisational policies and procedures for:
 - housekeeping
 - waste disposal
 - reducing water and energy use
 - cleaning, disinfecting and maintaining, tools, equipment and work areas.

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

- hold a Certificate III in Hairdressing, or a Certificate III in Barbering, or a Certificate IV in Hairdressing, or be able to demonstrate equivalence of competencies; and
- have at least three years full time employment experience as a hairdresser in a salon environment where they have applied the skills and knowledge covered in this unit of competency to assess this unit as **part of a hairdressing qualification**; this cannot include any indentured traineeship or apprenticeship period; or
- have at least three years full time employment experience as a barber in a shop or salon environment where they have applied the skills and knowledge covered in this unit of competency to assess this unit as **part of a barbering qualification**; this cannot include any indentured traineeship or apprenticeship period.

Links

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