



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

## 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:  | <ul style="list-style-type: none"> <li>interpret sometimes unfamiliar and detailed documents including organisational procedures, safety data sheets and product and manufacturer instructions.</li> </ul> |
| Numeracy skills to: | <ul style="list-style-type: none"> <li>complete basic calculations involving ratios to dilute cleaning and disinfection products</li> </ul>                                                                |

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

## 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>