



Australian Government

Assessment Requirements for SHBXIND004 Develop skin therapy workplace policies and procedures

Release: 1

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Modification History

No equivalent unit.

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:

- develop workplace policies and procedures for one workplace or beauty therapy practice, covering:
 - client consultation and treatment reporting
 - treatment procedures
 - personal protective equipment
 - airborne contaminants
 - ocular safety
 - fire and electrical safety
 - access restriction
 - practitioner qualification, training and induction
 - risk assessment and control measures
 - equipment maintenance and record keeping
 - facility requirements
 - inspections and auditing
 - manufacturer instructions
 - safety and hazard control
 - compliance with legislation and licensing
 - incident management and reporting
 - hazardous waste management
- develop an implementation and communication plan for the implementation of the above workplace policies and procedures.

Knowledge Evidence

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

- relevant aspects of federal, state or territory, and local Acts and regulations related to use of intense pulsed light and laser:
 - non-ionising radiation protection
 - skin penetration

- health regulations
- work health and safety
- industry best practice policies and procedures for skin therapy including:
 - intense pulsed light and laser
 - LED
 - laser
- relevant aspects of industry standards and guidelines related to skin therapy:
 - AS/NZS4173:2004 Guide to the safe use of lasers in health care
 - AS/NZS IEC 60825.1:2014 Safety of laser products equipment classifications and requirements
 - AS/NZS 1336:2014 Eye and face protection Guidelines
 - Australian Guidelines for the Prevention and Control of Infection in Healthcare (2010)
 - Work Health and Safety Act 2011 (Cth)
- Sources of information on skin therapy legislation, standards and regulations
- key aspects of workplace policies and procedures:
 - informed client consent, consultation and treatment reporting
 - treatment procedures
 - test patching and photographing
 - personal protective equipment
 - airborne contaminants
 - ocular safety
 - fire and electrical safety
 - safety and hazard control
 - risk assessment and control measures
 - access restriction
 - practitioner qualification, training and induction
 - Laser Safety Committee and Laser Safety Officer
 - non-ionising radiation safety plan
 - equipment maintenance and record keeping
 - facility requirements
 - inspections and auditing
 - manufacturer instructions
 - compliance with legislation and licensing
 - incident management and reporting
- processes and templates for constructing Standard Operating Procedures (SOPs)
- methods for implementing and communicating workplace policies and procedures, including:
 - cultural diversity considerations
 - maintaining relationships with suppliers, clients and other stakeholders.

Assessment Conditions

Skills must be demonstrated in a personal services industry environment:

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

Assessment must ensure access to:

- relevant documentation:
 - workplace policies and procedures template documents
 - current standards and guidelines:
 - AS/NZS4173:2004 Guide to the safe use of lasers in health care or its replacement
 - AS/NZS IEC 60825.1:2014 Safety of laser products equipment classifications and requirements
 - AS/NZS 1336:2014 Eye and face protection Guidelines
 - key aspects of relevant federal, state or territory, and local Acts and regulations relating to skin therapy and treatments
 - manufacturer instructions and safety data sheets.

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

- have worked 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>