



Australian Government

SHBXWHS003 Apply safe hygiene, health and work practices

Release: 1

SHBXWHS003 Apply safe hygiene, health and work practices

Modification History

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

Application

This unit describes the performance outcomes, skills and knowledge required to follow safe practices to minimise risks to self, client and colleagues in a salon environment.

It requires the ability to follow hygiene and skin penetration guidelines, clean the work area, use electricity safely, identify and report faults, use personal protection and work safely.

This unit applies to workers in environments providing beauty treatments and hairdressing or barbering services. In these environments they work with limited supervision, and have responsibility for providing safe treatments for their clients.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Work Health and Safety

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

PERFORMANCE CRITERIA

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

1. Protect self from infection risks.
 - 1.1. Select and use personal protective equipment and procedures to minimise infection risk when necessary.
 - 1.2. Follow hand washing procedures prior, during and after individual salon services.
 - 1.3. Cover non-intact skin with waterproof dressing.
 - 1.4. Handle and dispose of sharps correctly to prevent injuries according to regulations, standards and guidelines for clinical waste management.
2. Apply organisational safety procedures.
 - 2.1. Follow safety directions of supervisors, managers, workplace safety warning signs and other nominated risk control measures.
 - 2.2. Promptly report unsafe work practices, including any bullying and harassment, and breaches of health, safety and security measures.
 - 2.3. Apply manual handling procedures to all manual handling tasks.
 - 2.4. Identify and remove hazards from immediate workplace area and report work-related hazards and incidents to supervisor.
 - 2.5. Participate in workplace health and safety consultative processes and risk assessments for and contribute to risk control decisions.
3. Use electricity safely.
 - 3.1. Take preventive measures to minimise static electricity in the salon.
 - 3.2. Use electrical equipment safely during treatments.
 - 3.3. Identify and report electrical faults or potential unsafe work practices.
 - 3.4. Store electrical equipment safely.
4. Minimise infection risks in the salon environment.
 - 4.1. Take preventative action to minimise potential cross-infection risk between clients and between clients and colleagues.
 - 4.2. Use standard and additional precautions for treatments as required.
 - 4.3. Apply skin penetration guidelines to treatments as required.

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| 5. Follow infection control procedures. | <ul style="list-style-type: none">5.1. Select and use appropriate procedures, products and equipment for cleaning and disinfecting work surfaces and equipment prior to, during and after treatments.5.2. Dispose of single-use items and leftover products immediately after use.5.3. Prevent blood to blood contact by following standard precautions of personal protection procedures.5.4. Clean blood or body fluid spills following organisational policies and procedures.5.5. Change towels and linen between clients, and use disposable equipment coverings as applicable.5.6. Prevent contamination of products by following safe practices and using dispensers and single use spatulas as applicable. |
| 6. Follow procedures for emergency situations. | <ul style="list-style-type: none">6.1. Follow fire and emergency procedures including workplace evacuation.6.2. Identify designated personnel responsible for first aid and evacuation procedures.6.3. Identify and follow safety alarms. |
| 7. Clean salon. | <ul style="list-style-type: none">7.1. Routinely clean surfaces in workplace and maintain common areas in a safe and uncluttered manner minimising inconvenience to customers and staff.7.2. Mix and store cleaning chemicals according to manufacturer guidelines, safety data sheets and salon requirements.7.3. Store salon equipment to ensure cleanliness and readiness for next use.7.4 Safely dispose general waste and hazardous substances in designated bins to minimise negative environmental impacts. |

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.

SKILLS

DESCRIPTION

- Reading skills to:
- interpret symbols used for Occupational Health and Safety (OHS) or Work Health and Safety (WHS) hazards
 - interpret and follow manufacturer instructions for safe use, dilution and storage of cleaning and disinfection products.
- Writing skills to:
- write legible workplace documentation
 - complete incident reports to provide clear and succinct details.
- Oral communication skills to:
- ask open and closed probe questions and actively listen to clarify workplace safety information and instruction
 - clearly present own viewpoint on workplace safety issues during consultation.
- Numeracy skills to:
- calculate ratios of cleaning and disinfecting products and disinfection timing.
- Teamwork skills to:
- work collaboratively with colleagues to implement and follow safe work procedures.

Unit Mapping Information

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

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 SHBXWHS003 Apply safe hygiene, health and work practices

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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.

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