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| Title | **Maintain health and hygiene** |
| Level | **1** | **Credits** | **3** |

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| Purpose | To maintain workplace hygiene and is designed to ensure keeping the work area hygienically clean, safe and pleasant. |

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| Classification ISCED | 1012 Hair and beauty services |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **B-1: Maintain personal hygiene.**This unit deals with the skills and knowledge of personal hygiene and the best practices and related policies as set by a salon management. It does not include the hygiene/care of workplace / equipment or accessories in use. | * 1. Maintain personal hygiene using appropriate products.
	2. Keep attire neat and in accordance to the policy of the salon.
	3. Maintain adequate distance between client and service provider to avoid cross transmission of infections through respiration.
	4. Perform basic steps to ensure hygiene.
	5. Take necessary steps like wearing caps, tying hair, filed nails, use of deodorants/ mouth wash.
	6. Put on clean and washed clothing.
	7. Take shower to avoid wet stinking.
 | * 1. Describe basics of personal hygiene.
	2. Explain basics of personal grooming.
	3. Describe workplace hygiene standards.
	4. Importance of tying hair, daily shower, putting cap and wearing washed clothing.
	5. Explain the directions about maintenance of clothing carefully.
	6. Importance of taking daily shower.
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| **B-2:Maintain workplace hygiene.**This unit describes the skills and knowledge required to maintain workplace hygiene and is designed to ensure keeping the work area hygienically clean, safe and pleasant. It includes following workplace | * 1. Clean workplace (floor, tables, desks, beds, chairs and other furniture, and also curtains, doors & windows and other fixtures etc.) using appropriate tools.
	2. Clean dust from / stationery / equipment.
	3. Clean carpets / doormats at workplace using appropriate equipment.
	4. Clean shoes, sandals and uniform worn at the workplace.
 | * 1. Describe safe handling of chemicals i.e. detergents.
	2. Explain proper storing of materials (including cosmetics) and equipment hygienically.
	3. Describe transmittable infections.
	4. Explain the procedure of disinfecting floor/ towels/ gowns and sheets.
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| hygiene procedures in accordance with salon standards, use of different products used to maintain workplace hygiene and its significance for themselves and the business. | * 1. Maintain hygiene of workplace materials (linen, towels, gowns, apron work tops etc).
	2. Clean particularly susceptible areas for germs such as toilets and floor.
	3. Organize equipment & accessories in use in orderly manner for ease of access and handle.
	4. Store equipment hygienically after use.
	5. Identify potential hygiene risks promptly and report hygiene risks beyond the control of individual staff members immediately to the appropriate person for follow up.
	6. Take actions to minimize or remove the hygiene risks related to workplace within scope of individual responsibility.
 | **K-5** Describe the procedure for handling sanitizer. |
| **B-3:Sterilize/sanitize tools and equipment**.This unit describes the skills and knowledge required to sterilize and sanitize all types of tools, equipment and materials used in a beauty salon to avoid the transmission of infectious diseases at the workplace | * 1. Sterilize, sanitize and disinfect equipment and related accessories.
	2. Handle sterilized equipment carefully to avoid contamination.
	3. Use standard health and safety measures while sterilizing, sanitizing or/and disinfecting equipment and tools.
	4. Handle tools and equipment correctly after disinfection in order to avoid any contamination.
	5. Communicate to clients about the company policy regarding safe & sterilized usage of tools and equipment
 | * 1. Explain products and tools used for sterilization, sanitation and disinfection
	2. Describe sanitization practices and precautions.
	3. Describe sterilization and disinfection techniques, equipment and instructions.
	4. Explain different transmission of diseases because of lack of sanitization including hepatitis (B and C) and contagious skin infections/diseases. **K-5** Describe different cleaning agents available in market.
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|  | and general hygiene of the work place.* 1. Classify cleaning and disinfectant agents for different instruments and work surfaces.
	2. Differentiate between re-usable and disposable tools.
	3. Apply infection control procedures.
	4. Store sterilized products properly.
 | **K-6** Explain the procedure to handle tools and equipments. |
| **B-4:Dispose off cosmetics waste, tools and equipment.**This unit describes the skills and knowledge required for safe and careful disposal of unwanted and unusable beauty cosmetic waste thus helping in maintaining an ideal hygienic environment. | * 1. Identify what needs to be disposed.
	2. Dispose off various types of wastes properly.
	3. Follow workplace procedures related to disposal in accordance with salon standards.
	4. Handle all disposable items in accordance with salon standards.
	5. Take necessary precautions like putting mask and gloves while disposing off materials.
	6. Maintain separate bins to segregate waste.
	7. Identify potential hygiene risks promptly.
	8. Report hygiene risks during disposal that are beyond the control of individual staff members, immediately to appropriate person or authority to follow up.
	9. Ensure proper disposal of waste to minimize negative environmental impacts.
	10. Take actions to minimize or remove the risks due
 | * 1. Describe different disposal techniques related to cosmetic wastes used in a salon.
	2. Explain the procedure of disposal of tools and equipment that are not reusable in an environmentally safe manner
	3. Explain methods of Waste disposal.
	4. Explain the methods of disposal of hazardous material.
	5. Importance of putting masks and gloves while disposing off materials.
	6. Importance of separate waste bin for hazardous items.
	7. Importance of inventory and record keeping in writing of clothing handing over for washing.
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|  | to waste material, within scope of individual responsibility.* 1. Hand over used linen, gowns, head bands, aprons for washing and maintaining in writing record thereof.
	2. Recognize the products kept open can be harmful by fumes contained therein
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| **B-5:Follow occupational health and safety.**This unit covers the skills and knowledge required to practice health, safety and security procedures at the salon. This unit applies to all individuals working in the Beauty industry in a range of work environments. | * 1. Identify and observe individual responsibilities in relation to maintaining workplace health safety and security requirements and compliance to Salon’s policy and rules.
	2. Plan, organize and follow safe work techniques to deal with hazardous or emergency situations.
	3. Identify and evaluate potential hazards or breaches of safe work practices.
	4. Unplug all the equipment when not in use.
	5. Use step ladder to reach anything not accessible from the ground.
	6. Keep all routes and fire exits clear.
	7. Maintain log for the electrical equipment.
	8. Use techniques which prevents cross contamination of cream, makeup products that they comply with the cosmetics product safely.
	9. Use of products within validity period.
 | * 1. importance of security exits plans in case of emergencies.
	2. Describe major causes of workplace accidents relevant to the work environment.
	3. Explain safe use of chemicals and products.
	4. Explain the importance of keeping emergency contacts numbers.
	5. Describe the procedure of handling electrical equipments.
	6. Describes the method of using first aid box.
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