

SAFETY

Hairstyling & Aesthetics

2010



HAIRSTYLING & AESTHETICS SAFETY

ACKNOWLEDGEMENTS

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HAIRSTYLING & AESTHETICS

General Student Stylist Safety Expectations

All student stylists are expected to use the following guidelines as a standard for operation and participation in the Hairstyling and Aesthetics program.

Student stylists must:

- Follow a program for personal and oral hygiene maintenance
- Be showered and appear in a clean and fresh state
- Wear clean freshly laundered and wrinkle free clothing
- Wear deodorant daily
- Have clean hands and manicured nails
- Be free of any contagious conditions
- Be up to date with immunization shots
- Be aware of hygiene throughout the day and carry a hygiene pack with you



Classroom Salon Safety Checklist

The following points are outlined as basic guidelines to creating a safe environment for teachers, students and clients in the hairstyling salon.

- Salon should be dust, insect and rodent free
- Salon should always be clean, sanitized and equipped with proper lighting
- Floors should be swept after each service and cleaned nightly
- Salon and work stations should be clutter free, electrical cords should be off the floor and stored properly
- Walkways and Exits should be clear
- Tools should be stored properly when not in use
- Salon should be equipped with proper GFI electrical outlets and have proper receptacle covers
- Salon must have an approved fire extinguisher
- Salon should have proper ventilation
- Salon must have a fully stocked first aid kit
- Salon must have an emergency evacuation plan
- Salon should have separate eating area away from service area



Hand Washing Procedure

Student stylists are expected to follow this procedure in preparation for participation in the Hairstyling and Aesthetics program.

All students are strongly encouraged to follow the procedure upon completion of a service before engaging in other activities (eating, drinking, greetings).



1. Wet hands



2. Use liquid soap



3. Lather, rub and count to 15



4. Rinse



5. Towel or air dry hands



6. Turn off taps with towel or your sleeve

FIRST AID PROCEDURES

PROPER PROCEDURE FOR HANDLING CUTS

- Stop the service immediately
- Put on gloves and/or eyewear if necessary
- Use First Aid Kit
- Apply a sterile dressing over the cut and apply pressure to stop bleeding
- Use an applicator to apply antiseptic to the area. Do Not allow applicator to touch wound
- Apply bandage to area
- Place soiled dressing, gloves and any other materials used in a plastic bag and label "bio hazardous waste"
- Wash hands
- Clean and disinfect any implements that may have come into contact with blood
- Wash hands again
- Return to the service



HAZARD SYMBOLS

Careful attention must be given to products and containers bearing these symbols.



Can catch fire



Can eat into or burn your skin



Will make you sick if you drink it

EMERGENCY EYE WASH STATION SIGN

Students and teachers need to know how to properly use the eye wash station.

The eye wash station should be checked on a daily basis to ensure proper operation and cleanliness.



DRY SANITIZER

Electric cabinet that produces ultraviolet light for sanitizing.

Personal Protection Equipment (PPE) Requirements

- Do not operate if hands are wet.

Operating Procedures

- Plug unit into outlet.
- Open door and remove utensil tray.
- Place tool such as combs, brushes, scissors, tweezers, nail clippers, etc., on tray and slide into sanitizer cabinet.
- Close door and turn unit to the on position, when ultra violet light is on unit is operating.
- Utensils can remain in unit until needed or for a period of 10-15 minutes.
- Open door slide tray out and remove utensils. Store in an appropriate container.



Specific Hazards

- Do not operate near water, it can cause electric shock.
- Always ensure the power cord is in good working condition with no frayed or exposed internal wires.
- Do not use if you smell smoke coming from the unit
- Do not look at ultra violet light directly
- Do not touch any of the internal metal parts while machine is operating, it may burn skin.

SANITIZING COMBS AND BRUSHES

Disinfectants are chemical agents that destroy almost all bacteria found in salons/cosmetology classrooms. This form of disinfecting is most commonly used in this industry.

Personal Protection Equipment (PPE) Requirements

- Safety glasses
- Gloves
- Smock

Operating Procedures

Mixing the disinfectant

- Always wear PPE when mixing
- Always mix disinfectant into a properly labeled container
- Always keep container on a leveled surface
- Always add disinfectant to water and NOT water to disinfectant
- Use proper measuring tools and measure according to the manufacturer's instructions
- Change disinfectant whenever solution becomes soiled or contaminated (as often as necessary)



Proper disinfecting procedures for non-electrical and non-porous tools

- Remove all hair from combs and brushes
- Clean tools in warm soapy water
- Rinse and pat dry with a clean towel
- Completely immerse tools in disinfectant for 10 minutes or per manufacturer's instructions
- Remove tools with tongs or containers basket
- Rinse and dry with a clean towel
- Store tools in a clean drawer, container or in the dry sanitizer until use is required. NEVER store in a sealed container or plastic bag. Tools may not be completely dry and can promote bacterial growth.

Specific Hazards

- Avoid skin contact - can cause irritation
- Avoid contact with clothing - may discolour
- If not mixed properly may erode tools or not effectively disinfect
- If splashed in eyes will cause irritation, redness, blurred and/or impaired vision
- Use eye station immediately
- Harmful if ingested

BARBICIDE / WET SANITIZER

Liquid disinfectant dispensed in a glass jar with a submersible tray.

Personal Protection Equipment (PPE) Requirements

- Do not operate if hands are wet.
- Wear protective clothing as product will stain clothing

Operating Procedures

- Follow mixing instructions on Barbicide container.
- Pour 1 oz or 52 ml of Barbicide in a wet sanitizer glass jar and add water to fill line.
- Remove hair from brushes and combs and rinse in warm water. Place combs and brushes on metal tray and submerge in Barbicide solution for 5-10 minutes.
- Remove and rinse with warm water.
- Dry with clean towel and place in a dry sanitizer or airtight container until ready to use.

Specific Hazards

- Harmful if swallowed
- Harmful if splashed in eyes - follow eyewash procedures
- May stain clothing and furniture

ROUND BRUSH (METAL)

Used to style, smooth or create curl in the hair.

Personal Protection Equipment (PPE) Requirements

- Ensure hands are dry while using the brush in order to avoid dropping.

Operating Procedures

- Use once the hair is 80 percent dry.
- Section the hair in 3 cm sections starting at the nape.
- Place the barrel of the round brush under the section of the hair to be dried near the scalp. Place the blow dryer on top of the section of hair and move the brush and blow dryer simultaneously to the end of the hair and repeat until the section of hair is smooth or dry.
- Heat from the blow dryer will cause the metal core of the brush to heat up as air passes through the holes on the brush. The metal centre of the brush will assist in the drying and styling process.



Specific Hazards

- Do not touch the metal center of the brush when in use it will be hot and may burn skin.
- The brush may get tangled in the hair if used incorrectly.

BLOW DRYER

Thermal heat/air tool that requires electricity to speed up the hair drying process.

Personal Protection Equipment (PPE) Requirements

- Do not operate with wet hands.
- Be aware of heat settings they range from low to high.
- Do not hold the blow dryer in one place as it may burn you or the client, always keep it moving.



Operating Procedures

- Manually remove excess water from the hair with a towel.
- Detangle wet hair with a large tooth comb begin drying process with hands shaking the excess water from the hair while moving the blow dryer from side to side.
- Once the hair is 80% dry begin styling process using the required styling products and tools such as a round, paddle or vent brush.
- Thermal setting and styling the hair can also be achieved using a blow dryer.

Specific Hazards

- Do not operate near water, it can cause electric shock.
- Always ensure the power cord is in good working condition with no frayed or exposed internal wires.
- Do not use the blow dryer if you smell smoke coming from the unit.
- Blow dryer can cause severe burns to the scalp and hair. Always keep it moving and use appropriate heat setting.
- If you smell smoke coming from the hair the unit is too high or hot and it is not being moved around fast enough.

HOOD DRYER (Portable)

Heat operated dryer that is used to blow hot air while the client is sitting under the hood.

Personal Protection Equipment (PPE) Requirements

- Ensure client is draped correctly.
- Do not operate if hands are wet.

Operating Procedures

- Plug unit into outlet.
- Turn unit on to desired time (0-60 min) and heat setting - LOW/MEDIUM/HIGH.
- Place dryer hood behind the clients head, raise the neck of the dryer to the proper height, lower dryer hood over the clients head low enough to allow air to circulate under hood freely.
- Check client periodically to ensure the unit is not too hot.
- Dryer will turn off automatically when time has elapsed.
- Remove client from the dryer-raise dryer hood and lower neck into the dryer body, continue with service



Specific Hazards

- Do not operate near water, it can cause electric shock.
- Always ensure the power cord is in good working condition with no frayed or exposed internal wires.
- Do not use if you smell smoke coming from the unit.
- Hood Dryer can cause severe burns to the scalp and hair. Always use appropriate timing and heat and setting.
- If you smell smoke coming from the hair the unit heat setting is too hot.

CURLING IRON

Electric styling tool that uses heat (thermal) to curl hair. Curling irons come in a variety of barrel sizes.

Personal Protection Equipment (PPE) Requirements

- Do not operate with wet hands.
- Use a wide tool comb at the scalp to serve as a barrier from the curling iron heat.
- Use clips to section the hair.
- Use thermal styling product to protect the hair from the heat of the curling iron and to improve the durability of the style.



Operating Procedures

- Use **ONLY** on dry hair
- Examine the texture of the hair to determine the heat setting to be used. Medium heat (fine or colour treated /highlighted hair) high heat(natural-no colour/highlight or thick textured hair)
- Section the hair in 2 cm sections starting at the nape if curling the entire head.
- Slide the barrel of the curling iron down the hair shaft from the scalp to the ends and begin to rotate the barrel clockwise in order to wrap the hair around the barrel. Ensure the ends of the hair have been wrapped smoothly to prevent fish hooks.
- Rotate the hair until the barrel is close to the scalp use a comb between the curling iron and the scalp to prevent the heat from burning the scalp.
- Count to 5, release the handle grip and slide the curling iron from hair from the scalp to the ends. No need to unroll long hair. On shorter length hair unroll the barrel from the scalp to the ends of the hair.

Specific Hazards

- Do not operate near water, it can cause electric shock.
- Always ensure the power cord is in good working condition with no frayed or exposed internal wires.
- **Can burn skin and hair**
- **Do not touch any of the metal parts with fingers.**
- While in use on high setting do not leave in the hair for more than 5 seconds
- While in use on medium setting do not leave in the hair for more then 7-8 seconds
- When not in use, turn off and unplug.
- Place the curling iron on or in a suitable curling iron stand.

FLAT (STRAIGHT) IRON

The thermal flat iron used to straighten curly or wavy hair.

Personal Protection Equipment (PPE) Requirements

- Be aware of heat settings they range from low to high. Some may have a temperature gauge. Use on a medium setting from 130°F to 170°F.
- Clips to section the hair.
- Apply a Thermal Styling Product to protect the hair from the heat of the flat iron and to improve the durability of the style.



Operating Procedures

- Use **ONLY** on dry hair
- Pre heat the flat iron
- Examine the texture of the hair to determine the heat setting to be used. Medium heat (fine or colour treated /highlighted hair) high heat (natural no colour/highlight or thick textured hair)
- Section the hair in 2 cm sections starting at the nape and working toward the top of the head.
- Place hair between flat iron plates slightly away from the scalp. Squeeze the plates together and slide the flat iron down the hair shaft to the ends. Follow the iron with a comb as the hair will be very hot. Keep the flat iron moving do not leave the flat iron in the same place for more than 2 to 5 seconds depending on the texture and the condition of the hair. If the hair is not straight after the first rotation repeat if necessary 2 or 3 times only.
- Continue in this manner until the desired straight style has been achieved.

Specific Hazards

- Do not operate near water, it can cause electric shock.
- Always ensure the power cord is in good working condition with no frayed or exposed internal wires.
- **Can burn hair and skin.**
- **Do not touch any of the metal parts with fingers, it will burn skin.**
- While in use on medium setting do not leave in one place in the hair for more then 2-5 seconds.
- Do not touch hair immediately after straightening, as the hair will be very hot.
- Caution not to burn or over straighten as it will damage the hair.
- If you see or smell smoke the unit is too hot.
- When not in use turn the iron off and unplug.

HOT ROLLERS

Thermal rollers are designed to curl hair.

Personal Protection Equipment (PPE) Requirements

- Clips to section the hair.
- Thermal styling product to protect the hair from the heat of the hot rollers and to improve the durability of the style.

Operating Procedures

- Use **ONLY** on dry hair (unless indicated for damp hair)
- Pre-heat the rollers before using.
- Determine the size of hot roller to be used. The smaller the roller the tighter the curl. Section the hair in 2 cm sections starting at the top of the head. Wrap hair in a roller set pattern or any pattern to compliment the desired style outcome.
- Roll hair on the roller from the ends to the scalp. Wrap a perm end paper on the ends of the hair (optional) to ensure the hair has been wrapped smoothly in order to prevent fish hooks.
- Continue in the same manner until all of the hair has been wrapped.
- Let rollers cool (approx 15 min) unroll the rollers from the nape to the top of the head.
- Continue to style as required.



Specific Hazards

- Do not operate near water, it can cause electric shock.
- Always ensure the power cord is in good working condition with no frayed or exposed internal wires.
- **Can burn skin and hair.**
- **Do not touch any of the metal parts with fingers, it will burn.**
- When not in use turn off and unplug.

MARCEL STOVE

A thermal stove is designed to heat Marcel Irons.

Personal Protection Equipment (PPE) Requirements

- Do not operate with wet hands
- Water bottle, towel, oven mitt

Operating Procedures

- Pre heat the stove prior to use. Various models have a temperature thermostat.
- Determine correct temperature setting according to texture and condition of the hair and desired style.
- Place iron inside stove to heat up. This may take a few minutes.
- Style hair as directed following the Marcel Iron operating procedure
- Turn off and unplug the unit when not in use.



Specific Hazards

- Do not operate near water, it can cause electric shock.
- Always ensure the power cord is in good working condition with no frayed or exposed internal wires.
- **Can burn skin** if too hot or used incorrectly.
- Heat Marcel Irons only in stove.
- Do not use if smoke is coming from the unit.

MARCEL IRON

Metal iron (available in various sizes) is used with a Marcel Stove to straighten or curl afro textured hair.

Personal Protection Equipment (PPE) Requirements

- Comb, towel, water bottle, oven mitt



Operating Procedures

- Use ONLY on dry hair.
- Choose size of iron according to desired style.
- Heat iron in Marcel Stove only.
- Test iron on damp towel or paper towel to ensure correct temperature. If paper towel burns or scorches black then iron is too hot. If it stays white or light brown the temperature is ok.
- Section the hair in 2 cm sections starting at the nape if curling the entire head or begin at the top of the head or in the bang area.
- Place iron at the ends of the hair and rotate the barrel of the iron until you are 1 to 2 cm away from the scalp. Ensure ends have been wrapped smoothly in order to avoid fish hooks. Place a comb on the scalp under the iron to protect the scalp from the heat of the iron. Remove immediately. Do not over process the same section of hair as it may burn.
- Place iron back in stove to heat up and repeat process until desired style has been achieved. Use alternating irons of various sizes to achieve tight and loose curls.
- If straightening the hair, section the hair in 2 cm sections starting at the nape if straightening the entire head or begin at the top of the head or in the bang area.
- Place straightening iron 1 cm away from the scalp and slide iron down the hair shaft to the ends of the hair. Follow the iron with a comb as hair will be very hot and may burn skin. Remove immediately. Do not over process the same section of hair as it may burn.
- Place iron back in stove to heat up and repeat process until desired style has been achieved.

Specific Hazards

- Irons may be too hot and severely burn hair and skin.
- **Do not touch any of the metal part of the iron with fingers, it will burn.**

SHAMPOO BASIN

A basin is used to recline clients so that their scalp and hair may be properly cleansed.

Personal Protection Equipment (PPE) Requirements

- Client draping (towel and/or cape)

Operating Procedures

Proper posture at basin

- Stand with one foot slightly in front of the other and knees slightly bent
- Keep shoulders back
- Hold abdomen in
- Keep head centered on shoulders, avoid tilting
- Avoid slouching/slumping over the client

Shampoo Area

- Floor area must be free from water spills
- Shampoo basin should be wiped down before and after each client
- Shampoo and conditioner bottles should be clean from hair and product overflow
- Keep product bottles dry to avoid dropping when handling
- Keep hose and hands free of shampoo and condition to avoid losing control of spray nozzle
- Spray nozzle should be retracted into nozzle area when not in use to avoid tangling into clients hair if lengths are long
- Hold hose with dominant hand and place spray nozzle between index finger and thumb wrap remaining fingers around the nozzle and keep little finger in contact with water at all times in order to control temperature of water should it change

Specific Hazards

- Client neck strain
- Slips and falls
- Stylist muscle aches, back strain and discomfort
- Client dizziness or light headedness
- Burns to scalp if water temperature is too hot



HYDRAULIC CHAIR

An ergonomically designed chair that has adjustable working heights.

Personal Protection Equipment (PPE) Requirements

- Any shoe can be worn when operating the hydraulic chair, keeping in mind salon/classroom dress code (dress codes vary in salons and schools)



Operating Procedures

- Be sure to have the chair at the lowest setting when the client is getting on and off the chair
- Do not let the client use the front foot rest as a step to get on and off the chair could cause chair to tip
- Operator must be standing directly behind chair
- Hydraulic pump pedal must be positioned directly in front of operator

Raising the chair

- Place foot on petal and pump with short repetitive movements until height is accurate (so that stylists arms are at a comfortable position, never work with elbows higher than 60 degrees angle from your body)

Lowering the chair

- Place foot on the petal, fully depress the petal this will release the hydraulic pressure thus lowering the chair

Locking the chair

- Lift petal with the top of the foot until pedal locks into position

Specific Hazards

- Neck, shoulder and back pain and fatigue (if not set at appropriate height)
- Chair tipping (if client is not assisted on and off chair properly)
- Slipping and tripping (if work area is not free of water, hair and electrical cords)

SHEARS

A haircutting tool that is used to cut blunt or straight lines. Shears come in various blade lengths.

Personal Protection Equipment (PPE) Requirements

- Smock
- Client draping (towel and cape)



Operating Procedures

Proper handling of shears

- Hold shears in dominant hand
- Place ring finger in finger grip and rest little finger on finger tang (still blade)
- Place thumb in bottom finger grip (moving blade)
- Keep wrist at neutral position when performing haircut
- Do Not cut past second knuckle

Proper palming of shears (method of holding shears when not in use)

- Hold shears as explained above except remove the ring finger from finger grip
- Close shear blades and hold in palm of hand
- Hold comb between thumb and index finger of the same hand as shears

Note this will allow the stylist to safely section and comb hair while protecting themselves and client from the shear blades.

Specific Hazards

- Exposure to head lice, ringworm and other scalp disorders
- Cuts
- Cut hair may pierce the skin causing a splinter like affect
- Spread of infections if bleeding occurs
- Carpal tunnel, long term fatigue/strain to back, legs, shoulders and neck

TEXTURIZING SHEARS

(thinning, tapering, notching)

These shears are mainly used to remove bulk from the hair. Many types of texturing shears are available, with varying amounts of teeth in the blades. General rule is the more teeth shears have the less hair is removed.

Personal Protection Equipment (PPE) Requirements

- Smock
- Client draping (towel and cape)



Operating Procedures

Proper handling of shears

- Hold shears in dominant hand
- Place ring finger in finger grip and rest little finger on finger tang (still blade)
- Place thumb in bottom finger grip (moving blade)
- Keep wrist at neutral position when performing haircut
- Do Not cut past second knuckle

Proper palming of shears (method of holding shears when not in use)

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- Close shear blades and hold in palm of hand
- Hold comb between thumb and index finger of the same hand as shears

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Specific Hazards

- Exposure to head lice, ringworm and other scalp disorders
- Cuts
- Cut hair may pierce the skin causing a splinter like affect
- Spread of infections if bleeding occurs
- Carpal tunnel, long term fatigue/strain to back, legs, shoulders and neck

STRAIGHT RAZOR

This haircutting tool is mainly used when a softer effect is desired on the hair ends, may be used with or without guards and comes in different shapes, sizes and lengths.

Personal Protection Equipment (PPE) Requirements

- Stylist smock
- Client draping (towel and/or cape)



Operating Procedures

Method A

- Open razor so that razor handle is higher than shank
- Place thumb in thumb grip and index middle and ring finger on the shank
- Place the little finger in the tang underneath the handle

Method B

- Open razor until the handle and shank form a straight line
- Place the thumb on the grip, place index, middle and ring fingers on top and little finger under shank
- Keep razor at a 45 degree angle to the hair when cutting

Palming Razor

- Place the shank in palm of hand, keep a firm grip with ring and little finger to avoid razor from sliding
- Keep razor straight up vertically as not to cut hair when combing and sectioning
- Always be aware of blade position when not in use

Specific Hazards

- Exposure to head lice, ringworm and other scalp disorders
- Cuts
- Cut hair may pierce the skin causing a splinter like affect
- Spread of infections if bleeding occurs
- Carpal tunnel, long term fatigue/strain to back, legs, shoulders and neck

Proper Disposal of Razors

- Razors should be properly disposed into a sharps container. This tool can potentially expose others to injury and/or spread of infections.
- Sharps containers should be used, they are designed to hold sharp objects.
- Containers should be located close to areas where these tools are most commonly used.
- These containers may be disposed in regular garbage provided they are in an approved container, well labelled and securely sealed.

CLIPPERS

Clippers are an electrical or battery operated tool that are used to cut short lengths (tapers).

Personal Protection Equipment (PPE) Required

- Smock
- Client draping (towel and cape)



Operating Procedures

Proper Handling Procedure

- Hold clippers in dominant hand so that clipper cutting edge is facing upward.
- Be sure to have electrical cord over the top of your wrist.
- Place between middle finger index finger and thumb.
- Wrap remaining fingers (ringer and pinky) on the underside to keep clippers balanced.

Note: The clipper has an adjustable lever found on the left of the blade which allows the cutting edge to be lengthened by approximately 1 cm.

- Clippers can be used with length guards to remove hair at various lengths.
- Guards or attachments fit over the blade and vary in lengths from .3 to 2.5 cm.
- The clipper may also be used without guards for extremely short, tapered lengths.
- Clippers must be cleaned after each use by brushing off the excess hair that maybe caught in the cutting surface. Use the brush that comes with clipper set.
- Disinfect by using proper disinfectant aerosol spray.
- If guards are plastic they can be disinfected by immersing into a liquid disinfectant solution.
- If guards are metal a disinfectant aerosol spray must be used.
- Clippers must be lubricated daily if used frequently throughout the day.
- Apply one drop of oil to the blade while the clipper is running. This will lubricate the entire cutting surface.

Specific Hazards

- Exposure to head lice, ringworm and other scalp disorders
- Nicks and/or cuts
- Hair splinters
- Long term fatigue/strain to back, legs, shoulders and neck
- Carpal tunnel syndrome

EDGERS (Trimmers)

A trimmer is an electric or battery operated tool similar to the clipper but smaller. It is designed to clean superfluous hair on the neckline and to edge the perimeter area of the haircut.

Personal Protection Equipment (PPE) Requirements

- Stylist smock
- Client draping (towel and cape)

Operating Procedures

- Trimmer is held in the same manner as the clipper.
- Hold trimmer in dominant hand so that trimmer cutting edge is facing upward.
- Be sure to have electrical cord over the top of your wrist.
- Place between middle finger index finger and thumb.
- Wrap remaining fingers (ringer and pinky) on the underside to keep trimmer balanced.
- When operating the trimmer and creating a definite perimeter line you must keep in line with the natural hairline and remove the excess hair that falls longer than the design line created.
- Trimmers must be disinfected with a disinfectant aerosol spray specifically meant for these types of tools.



Specific Hazards

- Exposure to head lice, ringworm and other scalp disorders
- Nicks and/or cuts
- Hair splinters
- Long term fatigue/strain to back, legs, shoulders and neck
- Carpal tunnel

SHAMPOOS AND CONDITIONERS

These products are used to cleanse and condition hair and scalp.

Personal Protection Equipment (PPE) Requirements

- Clean sanitized hands
- Clean draping for client (towel and/or cape)
- Clean basin
- Be aware of hazard symbols and directions for use.



<http://www.google.ca/imgres?imgurl=http://www.baldnesshelpline.com/uploads/2009/01/paul-mitchell-tea-tree-lavender-mint-moisturizing-conditioner.jpg&imgrefurl=http://www.baldnesshelpline.com/blog/hair-loss-products/paul-%20>

Operating Procedures

Application of product

- Properly drape client with cape and/or towel
- Recline client into the basin by holding clients head and guiding into the neck rest
- Dispense shampoo product into palm of hands prior to applying to clients scalp and hair
- Spread evenly throughout palms
- Evenly distribute through scalp and hair
- Gently massage scalp and emulsify throughout the hair to loosen any dirt, product and oils
- Rinse shampoo out thoroughly
- Apply conditioner
- Concentrate on applying to hair, emulsify throughout hair shaft and ends
- Comb through with a large tooth comb
- Rinse towel dry and wrap hair
- Assist client by lifting head while client sits up
- Clean basin, shampoo and conditioner bottles and surrounding area before escorting client to work station

Specific Hazards

- Eye irritation if products come into direct contact
- May cause skin irritation to hands of stylist
- Muscle aches, back strain and discomfort
- Slips and/or falls
- Client may experience dizziness or light headedness when sitting up from basin, be sure to have client stand up slowly after this service

HAIRSTYLING PRODUCTS (wet tools)

Styling products may be referred to as liquid tools. These products are used to enhance the service as well as protect the hair against heat from the hot tools.

Personal Protection Equipment (PPE) Requirements

- Clean sanitized hands.
- Client draping cape and towel.
- Be aware of hazard symbols and directions for use.



Operating Procedures

Liquid products (applied prior to styling)

- These products come in various forms some of which are gels, mousse, creams, etc.
- Towel dry hair to remove most of the moisture.
- Dispense product into hands prior to applying to clients hair. emulsify and evenly distribute product throughout clients hair from roots to ends.
- Begin styling technique example blow dry, diffuse, roller set, etc.

Finishing products (applied after styling)

- After hair has been styled these products are applied to give style a more detailed look or firmer hold.
- Spray products that come in a pump (wet spray) or aerosol should be applied after styling is complete.
- Protect clients face by holding hand above eyebrow area like a shield to stop spray from going on clients skin and/or in clients eyes or mouth.
- Stand about one hand length away from clients hair before spraying on product.
- Pomades, stucco or other finishing products are also applied to the hair after styling.
- Place small amounts of product to finger tips and apply to hair ends to detail and give style more definition.

Note: Always read manufacturer's instructions on proper application use.

Specific Hazards

- Products may be flammable
- Vapours may irritate eyes
- If inhaled may cause dizziness
- If ingested nausea may occur

DEVELOPER

H2O2 liquid or creme mixed with hair colour or lightener causes a chemical reaction in the hair shaft.

Personal Protection Equipment (PPE) Requirements

- Always wear gloves when working with developer, it can burn skin.
- Always wear protective clothing such as an apron or cape when working with developer, it can stain or burn clothing.
- Wear safety glasses when working with chemicals.



Operating Procedures

- **Always follow manufacturer's instruction for use:** mixing, development time.
- When working with hair colour always pour developer first into the mixing container.
- Pour the correct amount of hair colour into a non-metallic hair colour bowl or shaker. Follow the mixing instructions provided by the manufacturer.
- Squeeze the correct amount of hair colour into the same non metallic hair colour bowl or shaker. Cover shaker and shake products together until mixed together to a creamy smooth consistency (no lumps).
- When working with lightener measure the correct amount of lightener powder according to manufacturer's instructions and place in a non metallic bowl. Measure the corresponding amount of developer required and slowly pour into the lightening powder. Mix products together gently until a smooth consistency is reached (no lumps).

Specific Hazards

- Can burn skin and hair
- Can stain clothing
- Harmful if swallowed
- Harmful if splashed in eyes - be aware of eyewash procedures
- Can stain or damage furniture

HAIR COLOUR

Liquid, creme or gel is designed to change the natural pigment of hair making it lighter or darker.

Personal Protection Equipment (PPE) Requirements

- Always wear gloves when working with hair colour
- Always wear protective clothing such as an apron or cape when working with hair color it can stain skin and clothing.
- Wear safety glasses when working with chemicals.
- Drape client appropriately for a hair colour application.



Operating Procedures

- **Always follow manufacturer's instruction for use:** mixing, development time.
- When working with hair colour always pour developer first into the mixing container.
- Pour the correct amount of developer into a non-metallic hair colour bowl or shaker.
- Squeeze the correct amount of hair colour into the same non metallic hair colour bowl or shaker.
- Cover shaker and shake products together until mixed together to a creamy smooth consistency (no lumps).
- If using a bowl mix products together with a hair colour brush or small whisk to a creamy smooth consistency (no lumps)
- Apply to the hair following the correct hair colour application procedure. (re touch application/virgin head application)
- Develop/process hair colour for the correct amount of time according to the manufacturer's instructions.
- Rinse off, shampoo, condition and style as required.

Specific Hazards

- Can burn skin and hair when mixed with H₂O₂
- Can stain clothing
- Harmful if swallowed
- Harmful if splashed in eyes - be aware of eyewash procedures
- Can stain or damage furniture

HAIR LIGHTENER (Bleach)

Powder, liquid or crème designed to lighten hair pigment.

Personal Protection Equipment (PPE) Requirements

- Always wear gloves when working with lightener.
- Always wear protective clothing such as an apron or cape when working with lightener. It can stain and burn skin and clothing.
- Wear safety glasses when working with chemicals.
- Drape client accordingly for a hair colour/lightener.



Operating Procedures

- Always follow instruction for use: mixing, development time, rinsing
- When working with lightener measure the correct amount of lightener powder accordingly to manufacturer' instructions and place in a non-metallic bowl.
- Measure the corresponding amount of developer required and slowly pour into the lightening powder. Mix products together gently with a hair colour brush or a small whisk until a smooth consistency is reached (no lumps).
- Apply to the hair following the correct lightener application procedure. (highlight application/double process lightening application)
- Develop/process hair colour for the correct amount of time according to the manufacturer's instructions.
- Rinse off, apply toner if required and process for the correct development time.
- Rinse, shampoo, condition and style as required.

Specific Hazards

- Can burn skin and hair when mixed with H₂O₂
- Can stain and burn clothing
- Harmful if swallowed
- Harmful if splashed in eyes - be aware of eye wash procedures
- Can stain or damage furniture

PERMANENT WAVE

Lotion designed to curl straight hair (until it grows out).

Personal Protection Equipment (PPE) Requirements

- Always wear gloves when working with permanent wave lotion.
- Always wear protective clothing such as an apron or cape when working with permanent wave lotion it can burn skin.
- Wear safety glasses when working with chemicals.
- Drape client accordingly for a permanent wave.



Operating Procedures

- Follow instructions for use. Wrapping, development time, neutralize.
- Drape client.
- Shampoo, wrap hair with perm rods according to size of curl desired.
- Place cotton strip around hairline. Saturate rods with permanent wave lotion, cover with plastic bag.
- Process for the correct time according to instructions. (10 to 25 minutes depending on condition and texture of hair).
- Rinse for 5 minutes. Blot excess water with towel.
- Place cotton strip around hairline. Apply neutralizer to each rod, process for 5 minutes.
- Remove rods, massage scalp gently rinse, apply after permanent wave conditioner or ph balancer.
- Rinse and style as desired.

Specific Hazards

- Can burn hair if over processed
- Can burn skin
- Harmful if swallowed
- Harmful if splashed in eyes - be aware of eye wash procedures
- Can stain clothing

HAIR RELAXER (Straightener)

Crème designed to make curly hair (afro texture) straight (until it grows out).

Personal Protection Equipment (PPE) Requirements

- Always wear gloves when working with hair relaxer
- Always wear protective clothing such as an apron or cape when working with hair relaxer. It can burn skin and clothing.
- Wear safety glasses when working with chemicals.
- Drape client accordingly for a hair relaxer application.



Operating Procedures

- Follow instructions for use: application, development time, rinsing
- Drape client
- Select the appropriate formula according to hair condition and texture. (mild, regular, super)
- Part hair in four equal sections and apply a protective base gel to the scalp.
- Re-touch application: Apply relaxer with hair colour brush or the back of a tail comb. Apply in the same manner for a re-touch hair colour application. Do not overlap.
- Virgin head application: Part hair in four equal sections and apply a protective base gel to the scalp. Start at the back right nape and work up to the crown taking 2 cm sections and applying relaxer to the length and ends. Stay 1 cm away from scalp. Move to the back left section, front left and front right until all four sections are complete. Starting at the nape apply relaxer to the scalp area and the hair line last. Process for appropriate time according to the manufacturer's instructions.
- Rinse, shampoo, condition and style as required.

Specific Hazards

- Can burn hair if over processed
- Can burn skin
- Harmful if swallowed
- Harmful if splashed in eyes - be aware of eye wash procedures
- Can stain clothing

MANICURE BOWL

This tool is designed for soaking the client fingers prior to a manicure. These bowls may be plastic, metal or glass.

Personal Protection Equipment (PPE) Requirements

- Clean sanitized hands
- Clean disinfected work surface
- Clean laundered towels
- Disinfected manicure bowl



Operating Procedures

Proper sitting posture while performing a manicure

- Sit with your back straight
- Pull abdomen in so that it is flat
- Sit with your backside up against the back of the chair
- Have both feet firmly on the ground
- Keep neck elongated and directly centered on shoulders
- Keep shoulders straight and chest out in a relaxed not slouched position
- Fill bowl with warm water and add a drop of liquid soap
- Have client wash hands with soap and water
- Immerse client's finger tips in the bowl and let soak approx. 2-3mins
- Remove and towel dry
- Immerse other hand
- Begin manicure on hand that has been soaked

Specific Hazards

- Spread of communicable diseases
- Spread of nail disorders
- Carpal tunnel syndrome
- Long term pain and strain to back, neck and shoulders

CUTICLE NIPPER

A metal tool used to trim cuticles, hang nails and dead skin from around the nail plate.

Personal Protection Equipment (PPE) Requirements

- Clean sanitized hands
- Sanitized work area
- Sanitized cuticle nipper



Operating Procedures

- Place thumb on the handle and three fingers (index, middle and little) on other handle
- Be sure to have index finger on the screw and blade of nipper facing clients nail
- Position skin between blades and gently squeeze handles of nippers together to remove excess skin
- Be extra careful not to cut too much or place nipper too deep into skin (may cause pain and/or bleeding)

Specific Hazards

- Cuts
- Carpal tunnel syndrome
- Spread of communicable diseases
- Prolong fatigue and pain in shoulders, neck and back

NAIL FILES

This tool is used to bevel or shape the nail during a manicure service.

Personal Protection Equipment (PPE) Requirements

- Clean sanitized hands
- Sanitized work area
- Clean and laundered towels
- A new or disinfected nail file



Operating Procedures

- Hold file on a 45 degree angle and place between index finger and thumb
- To shape the nail use gentle pressure on the sides of the nail, move the file in a sliding motion from the outer edge to the centre.
- Check and follow manufacturer's instructions on disinfecting procedure
- Some files are considered disposable

Specific Hazards

- Spread of nail infections
- Spread of communicable diseases
- Prolong strain in shoulders, back and neck
- Carpal tunnel syndrome

METAL PUSHER

This tool is used to push back the cuticle as well as loosen cuticle tissue.

Personal Protection Equipment (PPE) Requirements

- Clean sanitized hands
- Clean sanitized work station
- New unused wooden pusher

Operating Procedures

- Hold tool like you would a pencil
- Make sure pusher does not have any rough or sharp edges, if so use an abrasive file to remove and smoothen
- Spoon end is used to loosen and push back the cuticle
- Pointed end is used to clean under the free edge
- This tool must be properly disinfected by immersing in disinfectant solution

Specific Hazards

- Cuts
- Spread of infectious nail diseases
- Spread of communicable diseases
- Prolong fatigue and pain to neck, shoulders and back
- Carpal tunnel syndrome



WOODEN PUSHER

This tool is used to loosen and remove cuticle tissue from the nail plate and/ or clean under the free edge.

Personal Protection Equipment (PPE) Requirements

- Clean sanitized hands
- Clean sanitized work station
- New unused wooden pusher



Operating Procedures

- Hold the pusher the same way you hold a pencil
- Gently push back on area and gently scrap off any loose cuticle tissue on nail plate
- Take wooden pusher and clean under nails, removing excess debris from wooden pusher with a tissue
- Repeat on rest of fingers
- Repeat process on other hand
- Continue using other manicure implements to complete manicure service
- Discard any soiled items in waste basket
- Discard wooden pusher, this is a porous tool which is not recommended to be disinfected or to be used on other clients
- Clean and sanitize and set up work area for next client

Specific Hazards

- Spread of infectious nail diseases
- Spread of communicable diseases
- Long term fatigue and pain to back, shoulders and neck
- Carpal tunnel

PARAFFIN WAX UNIT

A paraffin wax is a moisturizing skin treatment for hands and feet.

Personal Protection Equipment (PPE) Requirements

- Sanitized hands
- Sanitized work area
- Professional quality paraffin wax unit



Operating Procedures

Note: If client has any of the following conditions. **Do Not** perform service: poor circulation, eczema, sensitivity to heat, thinning of the skin or any other condition that they may be aware of.

- Examine clients hands prior to service.
- If no open wounds or disorders are present begin with service.
- Have client wash hands with soap and water.
- Apply moisturizing lotion or penetrating oil to client's hands.
- Have unit set at the correct temperature between 125⁰ and 130⁰ Fahrenheit.
- Test wax temperature by dipping finger tip prior to dipping client's hand.
- Palm should be flat with wrist bent and finger slightly apart.
- Hold client's arm slightly above wrist and guide clients hand into the wax.
- Allow wax to completely cover top of hand.
- Keep hand submersed for approximately 3 seconds.
- Remove and allow wax to solidify keeping hand directly above the unit in order to allow excess wax to drip back into unit and not on working surface.
- Repeat process 3-5 times to create a good thick coating.
- Wrap the client's hand in plastic wrap making a tight seal.
- Place the hand into a warming mitt.
- Repeat on the other hand.
- Allow paraffin to remain on hands for approximately 10 minutes or until wax turns apache.
- Remove wax by simply loosening plastic wrap, hold client's hand with both hands and working down from the wrist gently peel wax off.
- If wax does not come off easy let it remain on for a few more minutes.
- Wax may get caught under the free edge of the client's nails if so remove with a wooden or metal pusher.
- Dispose of paraffin, it is unsanitary to re melt and use again.
- Clean up work area.
- Disinfect or discard any implements used.
- Put cover back on unit.

PARAFFIN WAX UNIT (Continued)

Melting Wax

- Professional quality wax must be used.
- Professional quality paraffin unit must be used.
- Do not try to melt wax in any other heating device, e.g., microwave.
- Keep element protection grid on the bottom of the unit to avoid client touching the bottom of unit and causing a burn.
- Place wax block into the unit on the grid, turn on to the proper temperature and replace the cover.
- If unit does not have a temperature setting set to medium and allow several hours for wax to completely liquefy.
- Do not set on high and then turn down. Wax will be too hot and will take too long to get to correct temperature.

Specific Hazards

- Spread of communicable diseases
- Spread of infectious nail diseases
- Burns
- Fire
- Skin irritations

SAMPLE QUESTIONS

SAFETY QUIZ

Select the correct answer and place the letter on the line.

- _____ 1. When using the hydraulic chair the stylist should be aware of client getting on and off the chair to avoid:
- a) Client falling
 - b) Chair spinning
 - c) Chair tipping
 - d) Chair lowering
- _____ 2. When mixing a disinfectant solution it is very important to remember to:
- a) Add water to disinfectant
 - b) Add half the water then disinfectant, then rest of water
 - c) Add disinfectant to water
 - d) Add half disinfectant then water, then rest of disinfectant
- _____ 3. When haircutting palming the shears means:
- a) Changing shears from dominant hand to non-dominant hand
 - b) Removing ring finger and thumb and holding shears in hand
 - c) Another term used for holding shears during haircutting
 - d) Removing only ring finger, closing blades and holding shears in palm
- _____ 4. Texturizing shears are mainly used to:
- a) Remove bulk
 - b) Add volume
 - c) Shorten hair length
 - d) Both b & c
- _____ 5. When using clippers the stylist must clean & disinfect them:
- a) Every day
 - b) Once a week
 - c) After each client
 - d) As often as needed
- _____ 6. Trimmers must be disinfected by using:
- a) Warm water and soap
 - b) Simply brush off excess hair that may be caught in blades
 - c) Spray cutting edge with an aerosol disinfectant spray
 - d) Both b & c
- _____ 7. Before giving a manicure the stylist must be sure to:
- a. Have all tools clean and disinfected
 - b. Have work area organized and clutter free
 - c. Have hands and nails clean and well groomed
 - d. All of the above

SAFETY QUIZ (Continued)

- _____ 8. When working in this industry proper posture is key to avoid:
- a. Muscle pain & strain
 - b. Fatigue
 - c. Poor services
 - d. Both a & b
- _____ 9. Wet tools are classified as:
- a. Products used only in the salon
 - b. Products sold in salons
 - c. Products used to cleanse hair and scalp
 - d. Products used in styling hair to protect the hair from hot tools and enhance the end result
- _____ 10. If you cut yourself or a client during the service the stylist must stop immediately and:
- a. Attend to cut, apply pressure with towel and bandage up, continue with service
 - b. Attend to cut, put on gloves, apply pressure, put bandage on and place soiled items in waste basket
 - c. Attend to cut, put on gloves, apply pressure with sterilized gauze, put on bandage, discard all soiled items, disinfect any tools that may have come into contact with blood, wash hands and return to service.
 - d. Disinfect implements, apply pressure to cut, bandage cut, wash hands and return to client

10

Salon Safety Answer Key

- 1. C
- 2. C
- 3. D
- 4. A
- 5. C
- 6. D
- 7. D
- 8. D
- 9. D
- 10. C

COSMETOLOGY TPE4E1-42

SAFETY QUIZ

Read and answer the following questions in the space provided. (20 marks)

1. Name four areas of the body a dangerous chemical could penetrate?

2. _____ and electricity do not mix.

3. In order for a blow dryer, curling iron and a flat iron to work they use electricity. They must be plugged in to _____ in order to work. Without this they cannot do their intended job.

4. List the safety rules that you must follow while working with a blow dryer.

5. List the safety rules that you must follow while working with a curling iron.

COSMETOLOGY TPE4E1-42

SAFETY QUIZ

6. List the safety rules that you must follow while working with a flat iron.

7. What are the 2 safety concerns when using a pair of shears?

8. If a thinning/blocking shear is used incorrectly what could happen?

9. When using a razor to shave how often do you change the blade?

10. Describe what a hair relaxer is used for.

COSMETOLOGY TPE4E1-42

SAFETY QUIZ

Read and answer the following questions true or false (10 marks) Place the correct answer (T or F) on the line.

- ___ 1. Lightening power on its own can burn the skin.
- ___ 2. It is not necessary to wear gloves when mixing hair colour.
- ___ 3. Permanent wave lotion is designed to curl the hair temporarily.
- ___ 4. Permanent wave solution can burn (over process) the hair if left on too long.
- ___ 5. When working with any professional hair product it is recommended to follow the instruction for use.
- ___ 6. Lighener and hair colour will burn the skin when it is mixed with developer (hydrogen peroxide).
- ___ 7. It is necessary to wear protective clothing when working with hair colour or lightener.
- ___ 8. When using a haircutting shear it is okay to cut past your second knuckle.
- ___ 9. Glass cleaner, bleach and nail polish are examples of dangerous liquids.
- ___ 10. Nail polish remover can stain clothing and furniture.

/10

LABEL THE FOLLOWING SYMBOLS

