

Title	Develop a health and safety plan for a commercial salon		
Level	5	Credits	10

Purpose	<p>This unit standard is intended for people working in senior positions in a commercial salon.</p> <p>People credited with this unit standard are able to: determine the key considerations for health and safety within a specific commercial salon; and develop a health and safety plan for the specific commercial salon.</p>
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Classification	Beauty Services > Salon Skills
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Available grade	Achieved
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Guidance Information

1 Definitions

Commercial salon refers to a salon that is providing services to paying customers, and is not a salon established purely for training purposes.

Hazards refer to those occurrences, processes, substances, or situations in the workplace that are an actual or potential cause or source of harm.

Salon refers to a hairdressing salon, barber shop, or beauty salon where the salon is registered under the Health (Registration of Premises) Regulations 1966, or is subject to the Code of Practice for Beauty Therapy Clinics, Spas and Training Establishments.

Salon requirements refer to industry and legislative requirements relevant to the type of salon, for example those contained in:

- Sections 6 and 7 of the Health (Hairdressers) Regulations 1980;
- The New Zealand Association of Registered Beauty Therapists, *Code of Ethics for Members of The New Zealand Association of Registered Beauty Therapists Inc.* (Auckland, NZ), and The New Zealand Association of Registered Beauty Therapists, *Health and Hygiene Guidelines* (Auckland, NZ), both available from <http://www.beautynz.org.nz>;
- AS/NZS 4804:2001 *Occupational Health and Safety Management Systems - General guidelines on principles, systems and supporting techniques*;
- local and territorial authority by-laws;
- Building Act 2004, Privacy Act 1993, Consumer Guarantees Act 1993; Fair Trading Act 1986, Health and Safety at Work Act 2015, Hazardous Substances and New Organisms Act 1996, Human Rights Act 1993, and Smoke-free Environments Act 1990; enterprise fire and emergency policies and procedures; and Health (Registration of Premises) Regulations 1966, and Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.

2 Salon requirements must be adhered to for all aspects of this unit standard.

Outcomes and performance criteria

Outcome 1

Determine the key considerations for health and safety within a specific commercial salon.

Performance criteria

1.1 Identify and explain the legislative requirements relating to health and safety in terms of the specific commercial salon.

1.2 Identify and analyse contributory factors for musculoskeletal disorders specific to the salon in terms of required health and safety procedures.

Range may include but is not limited to – individual factors, psychosocial factors, work organisation, work layout, awkward posture, task invariability, load movements, forceful movements, environmental issues.

1.3 Identify and analyse hazardous substances specific to the salon in terms of required health and safety procedures.

Range may include but is not limited to – chemicals, rubber and latex gloves.

1.4 Identify and analyse contributory factors for skin disorders specific to the salon in terms of required health and safety procedures.

Range may include but is not limited to – frequent hand washing, chemical use.

1.5 Identify and analyse electrical safety considerations specific to the salon in terms of required health and safety procedures.

Range may include but is not limited to – lack of maintenance, unsafe work practices.

1.6 Identify and analyse hygiene and infection control considerations specific to the salon in terms of required health and safety procedures.

Range includes but is not limited to – tools, personal hygiene.

1.7 Identify and analyse housekeeping considerations specific to the salon in terms of required health and safety procedures.

Range includes but is not limited to – preventing trips, slips and falls.

1.8 Identify and analyse contributory factors for stress and fatigue specific to the salon in terms of required health and safety procedures.

Range may include but is not limited to – long hours, insufficient breaks.

Outcome 2

Develop a health and safety plan for the specific commercial salon.

Range all aspects of the health and safety plan must comply with legislation, regulations, and local and territorial body by-laws relevant for the type of commercial salon;
all key considerations identified for the specific commercial salon in outcome 1 must be addressed.

Performance criteria

2.1 Develop an overarching policy statement describing the health and safety vision for the salon.

2.2 Develop a list of health and safety responsibilities of everyone in the salon.

Range includes but is not limited to – fire wardens, first aid officer.

2.3 Develop procedures to cover the health and safety of premises, plant and substances, work processes, and people.

2.4 Develop a risk management system.

Range the risk management system includes but is not limited to procedures for – hazard identification, assessment of risks, control of risks.

2.5 Develop a system to report, record and investigate incidents and injuries.

2.6 Develop emergency planning and first aid procedures.

2.7 Develop details of a health and safety induction programme for all new salon staff.

2.8 Develop procedures for on-going information, support and training to ensure continuous improvement in regards to health and safety within the salon.

2.9 Develop procedures for on-going monitoring of health and safety, and for reviewing all procedures at least annually.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 September 2013	N/A
Revision and Rollover	2	26 September 2019	N/A

Consent and Moderation Requirements (CMR) reference

0020

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZ Hair and Beauty Industry Training Organisation Inc
support@hito.org.nz if you wish to suggest changes to the content of this unit standard.