

SAFETY RULES

DEFINITIONS:

SAFETY: The right way of doing something in an attempt to prevent an accident.

ACCIDENT: An unplanned and untimely incident that occurs at home, play or work that causes personal injury or damages equipment.

INTRODUCTION INFORMATION

Most accidents in the beauty salon are preventable. They are caused either by ignorance, carelessness or neglect on the part of one or more persons. The remedy lies in the continual use of caution and common sense so as to prevent disease or accidents. Safety education for cosmetologists will also help to eliminate accident hazards and establish safe working habits.

GENERAL INFORMATION & SAFETY PRECAUTIONS

I. ELECTRICAL EQUIPMENT:

- A. Check all electrical appliances for proper grounding. If it has a metal casing, it must have a three prong plug. Blow dryers made of all plastic are automatically grounded. Any faulty appliance should be taken back to the dealer.
- B. Check appliances for "U.L." approved. The U.L. approval seal means the appliance has been tested and judged safe. It should not overheat or cause accidental electrical shock.
- C. Never try to clean a clogged electrical outlet nor clean or oil a machine when it is connected to an electrical current. It will cause an electrical shock.
- D. To disconnect electrical equipment when not in use, grasp PLUG and pull GENTLY.
- E. Wires or an electrical device must not be left trailing when not in use. Wind cord up and store away until the next use.
- F. When moving a heavy portable machine such as a hair dryer, hold it at the top and bottom to prevent it from falling.
- G. Inspect your appliances periodically for worn cords.
- H. If an electrical appliance produces an odor of burning, pull out plug immediately.
- I. If an electrical appliance goes out while in operation, pull out plug immediately. Some appliances have safety cut-off's. Let the appliance cool off.

II. ELECTRICAL SHOCK:

- A. Use dry hands in connecting and disconnecting electrical equipment.
- B. Avoid wetting electrical cords.
- C. Never use an ultra-violet ray machine on a damp head.
- D. Locate breaker box for the clinic department in case of electrical failure. Some equipment can overload the circuit.

III. BURNS AND ABRASIONS:

- A. Do not test curling iron for temperature with your fingers, use an end paper.
- B. If you are accidentally burned from a curling iron, ask an instructor to get ice immediately, Aloe Vera plant cutting, or other compress.

IV. CLEANLINESS AND INFECTIONS:

- A. Hands must be washed after returning from lavatory and before and after giving beauty services.
- B. All chemical services must be applied in the shampoo room to avoid spilling liquids on furniture.
- C. Soiled linens must be kept in closed containers. These containers are kept in the dispensary.
- D. Students having colds or infectious diseases will not be permitted to serve patrons. Inform the office if this occurs.
- E. All jars and bottles must be properly labeled, covered and kept in a cool place.
- F. Food and drink are not allowed in the clinic or classroom departments.
- G. Any electrical appliance coming into contact with patrons must be cleaned and sanitized after each use with 70% alcohol.

V. SKIN INJURIES AND ERUPTIONS:

- A. First aid treatment can be given for cuts and abrasions. Use an antiseptic or alcohol.
- B. Stop minor bleeding from cuts by applying pressure to the area. Band-Aids are kept in the staff room for students use. See an instructor.
- C. All sharp instruments must be used carefully. When not in use, sharp points are to be protected or kept in a

closed case.

- D. Do not use contents of a broken jar or bottle.
- E. Avoid scratching skin or scalp with sharp nails, teeth or combs, bristles of brushes, scissors or razor.
- F. Use rubber gloves when working with all strong chemical solutions. Frequent rinsing of hands will prevent irritation resulting from the use of chemical solutions.
- G. Alcoholic solutions tend to strengthen with age and must be carefully used on the skin.
- H. Blow dryers melt combs and burn patron's hair and scalp when held too close to patron.

VI. PERSONAL INJURIES:

- A. Close all cabinet doors immediately after use to avoid head or other injuries.
- B. Be pleasant and courteous at all times. This prevents irritating other's nerves and may prevent accidents.
- C. When disabled clients come into the clinic department with wheelchair, crutches or canes, make sure these are placed out of the pathway when patron is seated at your station or in the shampoo area.
- D. Avoid placing your hands on walls or doors and knobs while using chemicals. Chemical reaction can occur.
- E. Locate emergency telephone numbers in the reception area. (Hospital, police, fire, etc.)

VII. MISCELLANEOUS:

- A. Do not leave combs and brushes in wet sanitizer overnight. They are easily stolen.
- B. All personal equipment should be locked up and marked.
- C. Wet sanitizer on work stations are easily tipped over and broken.
- D. Do not place curling iron under cold water to cool it off, it will burn out the heating element and can cause shocking.
- E. Be careful of the extension cords and plugs on the clinic floor. Store extra cords away when not in use.
- F. Hand mirrors are easily broken. Lay mirror face down when not in use.
- G. No medication can be given to any student by an instructor. This includes aspirin and Tylenol.
- H. Read all manufactures directions before giving a service.
- I. Be sure patron does not have high blood pressure or heart condition before turning temperature on high when using hair dryer.

VIII. FIRE:

- A. Keep all flammable materials capped and safely stored away from heat: alcoholic solutions, cosmetics, hair spray, etc.
- B. Avoid overheating manicure lotion, it may cause a fire if the paper cups become overheated. There is no automatic cut-off on the manicure heater.
- C. Shake soiled towels before cleaning to avoid foreign objects from clogging lint filter or hose of washing machine.
- D. The lint filter in the clothes dryer must be cleaned daily.

IX. EVACUATION PROCEDURE IN CASE OF FIRE OR FIRE DRILL:

- A. The alarm for a fire or fire drill will be a call over the intercom. There are three exits in the building. One is located in the student lounge and the other two are at the front of the building at the reception area. All students and customers will be asked to file out of the building using the exit nearest them.
- B. Fire extinguishers are available for staff use only. They are located in the dispensary area, beside the student lockers in the hall, and in the storage room behind the receptionist desk.
- C. Staff members will be asked to assist in the evacuation of the building. Any patrons in wheel chairs or Walkers or canes will be assisted out of the building by a staff member.
- D. Once the all clear signal is given, you may re-enter the building.
- E. Fire drills will be conducted at least six times a year so as to familiarize all new students with the procedure.