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HEALTH AND SAFETY COURSE

The occupational health professionals from the Labor Occupational Health Program, based at the School of Public Health, University of California, Berkeley, worked extensively to research, create, and test the first edition of the Health and Safety for Hair Care and Beauty Professionals — A Curriculum on Hazards at Work. This revised publication has incorporated much of their original research. The Board requires completion of the Health and Safety Course by all future professionals who wish to sit for a licensing exam.

PROCEDURE

- I. Sign-In and Sign-Out
 - A. One attendance sheet per day
 - B. Do not sign-in for future days, this is cause for corrective action and potential drop from the program!
 - C. Do not forget to SIGN-OUT
- II. Outline & Syllabus
 - A. Refer to your outline and follow along accordingly
 - B. Cross-off each section as you complete it
- III. Grab a Book
 - A. Read through the textbook material, and LEARN
 - B. Please DO NOT write in the books
 - C. Answer all questions
 - D. Do the Case Studies
 - E. Please DO NOT leave your work packet behind!
- IV. Barbicide Certification Online
 - A. <https://www.barbicide.com/barbicidecertification/>
 - B. Send via email
- V. Self-Inspection Worksheet
 - A. See attached worksheet

Orientation: GROUP A & B - Start Day: GROUP ____ - _____	Quiz Day: GROUP ____ - _____ On-boarding Day: GROUP ____ - _____
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2019 Health and Safety Course Syllabus

Instructor

Course Overview

Phone

The Health and Safety course is a training program on health and safety issues, and worker rights challenges faced by Board licensees within the State of California. Topics include hazardous chemicals in the workplace, communicable diseases, ergonomics, health and safety, legal rights, basic workers' rights, and physical and sexual abuse awareness training. This course will provide students with a better understanding of the knowledge, skills and training needed to succeed in the Barbering and Beauty industry.

Email

Office Location

Course Materials

Office Hours

- Health and Safety Course, Board of Barbering and Cosmetology
- Student Exam Booklet
- California State Board of Barbering and Cosmetology Act and Regulations 2019, *Board of Barbering and Cosmetology*

Learning Objectives

- Understand the Board of Barbering and Cosmetology's mission, access its website and know what is available to the future professional.
- Understand what chemicals can be found in the workplace, how to utilize Safety Data Sheets, and how chemicals can affect the future professional.
- Understand common ergonomic issues and how to take preventative measures.
- Understand what communicable diseases are and how to best protect oneself.
- Understand health and safety laws and agencies and basic workers' rights.
- Identify different types of physical and sexual abuse and explore techniques the future professional may use in assisting clients that may be experiencing abuse.

Course Schedule

Section	Subject Time Length	Homework (Assigned Pre-Reading)
Section 1	Board of Barbering and Cosmetology (2-3-hour class)	<p><u>READ:</u> Health and Safety Course, <i>Board of Barbering and Cosmetology</i>: Textbook Pages 2-7.</p> <p><u>READ:</u></p> <ul style="list-style-type: none">• <i>Board of Barbering and Cosmetology</i>, Rules and Regulations booklet.
Section 2	Safely Using Chemicals (2-3-hour class)	<p><u>READ:</u> Health and Safety Course, <i>Board of Barbering and Cosmetology</i>: Textbook Pages 12-26.</p> <p><u>READ:</u></p> <ul style="list-style-type: none">• Training Material 2.2 <p><u>Supplemental Assignment for Cosmetologists and Manicurists only</u></p> <p><u>READ:</u></p> <ul style="list-style-type: none">• Training Material 2.3
Section 3	Safety Data Sheets (2-hour class)	<p><u>READ:</u> Health and Safety Course Textbook, <i>Board of Barbering and Cosmetology</i>: page 30-47.</p> <p><u>READ:</u></p> <ul style="list-style-type: none">• Training Material 3.1• Training Material 3.2• Training Material 3.3• Training Material 3.4• Training Material 3.5• Training Material 3.7 <p><u>Supplemental Assignment for Cosmetologists and Manicurists only</u></p> <p><u>READ:</u></p> <ul style="list-style-type: none">• Training Material 3.6.
Section 4	Protection from Hazardous Chemicals (2-hour class)	<p><u>READ:</u> Health and Safety Course Textbook, <i>Board of Barbering and Cosmetology</i>: pages 52-65.</p> <p><u>READ:</u></p> <ul style="list-style-type: none">• Training Material 4.3 <p><u>Supplemental Assignment for Cosmetologists and Manicurists only</u></p> <ul style="list-style-type: none">• Training Material 4.1• Training Material 4.6

Section	Subject Time Length	Homework (Assigned Pre-Reading)
		<p><u>Supplemental Assignment for Cosmetologists and Barbers only</u></p> <ul style="list-style-type: none"> • Training Material 4.2 • Training Material 4.4 • Training Material 4.5 • Training Material 4.7 • Training Material 4.8 • Training Material 4.9
Section 5	Ergonomics (2-hour class)	<p><u>READ:</u> Health and Safety Course Textbook, <i>Board of Barbering and Cosmetology</i>: pages 72-85.</p> <p><u>Supplemental Assignment for Cosmetologists and Manicurists only</u></p> <p><u>READ:</u></p> <ul style="list-style-type: none"> • Training Materials 5.2.
Section 6	Communicable Diseases (2 ½ - 4-hour class)	<p><u>READ:</u> Health and Safety Course Textbook, <i>Board of Barbering and Cosmetology</i>: pages 90-105.</p> <p><u>READ:</u></p> <ul style="list-style-type: none"> • California Code of Regulations, Section 984, <i>California State Board of Barbering and Cosmetology Act and Regulations</i>: pages 136-137.
Section 7	Health and Safety Laws and Agencies (2-3-hour class)	<p><u>READ:</u> Health and Safety Course Textbook, <i>Board of Barbering and Cosmetology</i>: pages 110-120.</p> <p><u>READ:</u></p> <ul style="list-style-type: none"> • Training Material 7.1.
Section 8	Solving Health and Safety Issues (2-3-hour class)	<p><u>READ:</u> Health and Safety Course Textbook, <i>Board of Barbering and Cosmetology</i>: pages 124-131.</p>
Section 9	Workers' Rights and Responsibilities (2 ½ -3-hour class)	<p><u>READ:</u> Health and Safety Course Textbook, <i>Board of Barbering and Cosmetology</i>: page 136-152.</p> <p><u>READ:</u></p> <ul style="list-style-type: none"> • Training Material 9.1. • Training Material 9.2. • Training Material 9.3. • Training Material 9.7. • Training Material 9.8. <p><u>Supplemental Assignment for Cosmetologists and Manicurists only</u></p> <p><u>READ:</u> Training Material 9.5.</p>

Section	Subject Time Length	Homework (Assigned Pre-Reading)
Section 10	Physical and Sexual Abuse Awareness (3-hour class)	<p><u>READ:</u> Health and Safety Course Textbook, <i>Board of Barbering and Cosmetology</i>: page 156-171.</p> <p><u>READ:</u></p> <ul style="list-style-type: none"> • Training Material 10.1 • Training Material 10.2 <p><u>REVIEW:</u></p> <ul style="list-style-type: none"> • Training Material 10.3

Health and Safety
STUDENT EXAM BOOKLET

Section 1

THE CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY | 1

Section 2

SAFELY USING CHEMICALS | 5

Section 3

SAFETY DATA SHEETS | 13

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Section 10

PHYSICAL AND SEXUAL ABUSE AWARENESS | 61

Section 1
Welcome to the Board
of Barbering
and Cosmetology

After completing this section, the future professional will be able to-

- Identify the Board's mission:

- Access the Board's website and have a general understanding of what is available on the Board's website:

- Understand the purpose of the Health and Safety course:

Section 2
Safely Using
Chemicals

After completing this section, the future professional will be able to-

- Identify chemical products commonly used in the workplace:

- Explain why some chemicals may be harmful to an individual's health and what makes the chemical harmful:

- Describe how chemicals get into the body:

- Identify some health problems that may be caused by chemicals:

Questions for Review

What are the forms that a chemical can take?

- A) Gases, solids, liquids
- B) Liquids, mist, vapors, gases
- C) Solids, liquids, gases, vapors
- D) Vapors, liquids, mist

Answer:

What should be considered when determining how hazardous a chemical is?

- A) If the individual is allergic to the chemical
- B) Heredity, age, gender, general health
- C) Toxicity, concentration, length of time, individual sensitivity, interaction, route of exposure
- D) All the above

Answer:

What are the three main routes of exposure in an establishment?

- A) Eating, drinking, smoking
- B) Breathing, skin and eye contact, swallowing
- C) Injecting, inhaling, infection
- D) Spilling, spraying, shaking

Answer:

What governmental agency in California sets the Permissible Exposure Limits (PELs) of chemicals?

- A) Board of Barbering and Cosmetology
- B) U.S. Food and Drug Administration
- C) U.S. Department of Labor
- D) California Occupational Safety and Health Administration (Cal/OSHA)

Answer:

What should be watched for to determine if chemical exposure is occurring?

- A) Smell, taste, touch, sight, hear
- B) Symptoms, residue, smell, irritation
- C) Odor, taste, particles, surfaces, symptoms
- D) Dust, formaldehyde, acetone vapor, gas

Answer:

What is dermatitis?

- A) Dry hands and arms
- B) An inflammation of the skin
- C) Irritated and watery eyes
- D) Flaky scalp

Answer:

What comprises the central nervous system?

- A) Muscles and brain
- B) Spinal cord and nerves
- C) Nerves and muscles
- D) Brain and spinal cord

Answer:

What is a symptom that the nervous system is under attack?

- A) Headache
- B) Dizziness
- C) Lack of coordination
- D) All of the above

Answer:

The toxic trio can cause multiple health problems.

True or False?

Answer:

Methyl methacrylate monomer (MMA) can be safely used in nail salons. True or False?

Answer:

Smoking increases the harmful effects of other chemicals.

True or False?

Answer:

What are some specific chemicals in sculptured nail products and nail polish that might be causing these problems?

During which steps of the work process can these chemicals get into your body?

What can you do to protect yourself?

CASE STUDY #2

What could be the chemical in the blowout causing this problem?

During which steps of the process can this chemical get into your body?

What can you do to protect yourself?

Section 3 Safety Data Sheets

After completing this section, the future professional will be able to:

- Explain what a Safety Data Sheet (SDS) is and where to get them.
- Recognize the sections of the SDS.
- Demonstrate how to use an SDS to find information about a cosmetic product.

Questions for Review

Important information on the identity and hazards of a chemical are always on the container label. True or False?

Answer:

How can workers get information about the chemicals in a product?

- A) Chemical reference books
- B) Safety Data Sheets
- C) Asking the employer
- D) Consulting a state agency
- E) All of the above

Answer:

SDSs should be consulted only after an emergency such as a spill, fire, or explosion. True or False?

Answer:

Water is the best way to extinguish a fire. True or False?

Answer:

If there is a chemical spill, it should not be cleaned up immediately. True or False?

Answer:

Which of the following will an individual find on an SDS?

- A) Hazard information
- B) Physical properties
- C) Handling and storage
- D) A and C
- E) All of the above

Answer:

The exclamation mark icon indicates:

- A) A chemical is combustible under high temperatures
- B) A chemical is toxic when swallowed, inhaled, or absorbed through the skin
- C) A chemical may cause cancer, target organ toxicity, and aspiration toxicity
- D) A chemical may cause irritation, dizziness, or allergic reaction
- E) All of the above

Answer:

If a chemical product is flammable, an individual should:

- A) Smoke near it as long as the lid is on
- B) Store it under water to keep it cool
- C) Store it away from heat or flames
- D) Pour it into a different container

Answer:

Cal/OSHA requires SDSs to state when the revisions were made. True or False?

Answer:

LEARNING OBJECTIVES

Section 4 Protection from Hazardous Chemicals

After completing this section, the future professional will be able to:

- Recognize chemical safety hazards.
- List ways to reduce chemical hazards.
- Identify and list safe work practices.

CASE STUDY Page 56

What rules for chemical storage are being broken in this establishment?

5 Answers:

What suggestions would you make to improve this situation?

5 Answers:

Questions for Review

Workers are safe from chemical exposure as long as the establishment door is open. True or False?

Answer:

Personal protective equipment (PPE) is not the best way for workers to protect themselves from chemicals. True or False?

Answer:

Which of the following are ways to reduce chemical hazards?

- A) Use vented manicure tables
- B) Transfer chemical products to smaller bottles to limit exposure
- C) Mix chemicals in an area away from others
- D) A and C
- E) All of the above

Answer:

What does “breakthrough time” refer to?

- A) The length of time it takes a fire to spread from one point to another
- B) The length of time it should take to put out a fire
- C) The length of time protective gloves will work well
- D) The length of time it takes a chemical to breakdown and produce vapor
- E) The length of time a chemical takes to absorb into your skin

Answer:

A multipurpose extinguisher can be used to fight:

- A) Class A, B, and C fires
- B) Any fire in which water should not be used
- C) Insects and vermin
- D) Class A, B, C, and D fires
- E) All of the above

Answer:

What's Wrong With This Picture?

Page 67

Possible answers you may have come up with are:

10 Answers:

Ergonomics Section 5

LEARNING OBJECTIVES

Section 5

Ergonomics

After completing this section, the future professional will be able to:

- Identify common ergonomic issues within a typical workplace.
- Explain how to reduce common ergonomic issues in the workplace.

Questions for Review

Carpal tunnel syndrome is not very common among licensees.

True or False?

Answer:

Small sacs of fluid between the shoulder tendons and bones of the shoulder are called:

- A) Burs
- B) Nerves
- C) Bursas
- D) Carpal tunnel
- E) Muscles

Answer:

Which motions can place stress on tendons?

- A) Bending the wrist
- B) Forceful pinching
- C) Repeating motions
- D) Doing more than one of the above
- E) All of the above

Answer:

Sitting for a long period is better than standing.

True or False?

Answer:

To prevent neck and back injuries, the most important rule is to work with the back in a straight position. True or False?

Answer:

The establishment can be designed to make work easier on a worker's body. True or False?

Answer:

Which of the following is NOT a reason a worker should use procedures that allow their back to remain straight:

- A) Constant moving can squeeze the discs in the back and cause a rupture.
- B) The spine is naturally straight and should remain that way.
- C) Extra pressure on the joints between vertebrae can cause lower back pain.
- D) Squeezed disc can cause a pinched nerve.
- E) A and C

Answer:

Why are high-heeled shoes not recommended?

- A) They can cause the wearer to bend backward.
- B) They put extra pressure on the toes.
- C) They can cause calluses and irritation.
- D) They can cause back problems.
- E) All of the above.

Answer:

Communicable
Diseases
Section 6

LEARNING OBJECTIVES

Section 6

Communicable

Diseases

After completing this section, the future professional will be able to:

- Describe how communicable diseases spread.
- Identify some specific communicable diseases that could be spread in the workplace.
- Explain how an individual can be protected against contracting diseases at work.

CASE STUDY #1 PAGE 95

How could you get lice in this situation?

How could you protect yourself?

What should you say to your client?

CASE STUDY #2 PAGE 95

What diseases could you get by touching a draining sore with your bare hand?

How could you protect yourself?

What should you say to your client?

CASE STUDY #3 PAGE 96

What disease could you get by touching the scaly patches with your bare hands?

What should you say to your client?

What should you do to protect yourself after the client leaves?

CASE STUDY #4 PAGE 96

How could you get a cold from this client?

How could you protect yourself?

What should you say to your client?

Questions for Review

The Board of Barbering and Cosmetology prohibits licensees infected with HIV/AIDS from providing services in an establishment. True or False?

Answer:

Bacteria, viruses, parasites, and fungi cause communicable diseases. True or False?

Answer:

Washing your hands is not as important as disinfecting your tools. True or False?

Answer:

How can organisms get into the body?

- A) Through water or food
- B) Through direct contact
- C) Through an insect or animal bite
- D) Through the air
- E) All of the above

Answer:

Workers only need to disinfect their tools if they cut a client. Otherwise, they can just use soap and water. True or False?

Answer:

Hepatitis B cannot be spread through saliva. True or False?

Answer:

The hepatitis B virus is easier to get than HIV/AIDS.

True or False?

Answer:

Which of the following body fluids spreads HIV/AIDS?

- A) Tears and blood
- B) Saliva and sweat
- C) Vaginal fluid and nasal secretions
- D) Breast milk and semen
- E) C and D

Answer:

Health and Safety Laws and Agencies Section 7

LEARNING OBJECTIVES

Section 7

Health and Safety

Laws and Agencies

After completing this section, the future professional will be able to:

- List several state and federal agencies that oversee health and safety in the workplace.
- Explain how these agencies and laws protect workers.
- Use these laws and the agencies that enforce them to solve specific health and safety problems at work.

Questions for Review

Cal/OSHA helps both employees and employers.

True or False?

Answer:

The FDA and California State Board of Barbering and Cosmetology are primarily concerned with protecting worker safety. True or False?

Answer:

What does it mean if a product is adulterated?

- A) It can be used by adults (ages 18 and over) only.
- B) It contains an ingredient that will harm users under normal

conditions of use.

C) The FDA has tested it and found it causes diseases.

D) B and C

E) All of the above.

Answer:

Which of the following statements about Cal/OSHA is false?

A) They have two ventilation standards that apply to ventilation systems in establishments.

B) They require employers to keep a written record of all work-related injuries and illnesses.

C) They protect employees and independent contractors.

D) Their standards must be at least as strong as the standards set nationwide by federal OSHA.

E) They cover almost all workers in the state, no matter what job they do.

Answer:

Upon request, the employer must provide workers with:

A) Records of work-related injuries and illnesses

B) Copies of their own employee medical records

C) Copies of employees' medical records

D) All of the above

E) A and B

Answer:

CASE STUDY #1 PAGE 118

Which agency could you turn to for help? What can that agency do?

CASE STUDY #2 PAGE 119

Which agency could you turn to for help? What can that agency do?

CASE STUDY #3 PAGE 119

Under the law, what record can you get that might give you this information?

CASE STUDY #4 PAGE 119

An SDS for this product should be available in your workplace. What is a SDS? What will it tell you?

CASE STUDY #5 PAGE 119

How can you get your employer to give you the SDS? Let your employer know that, by law, you should be given the SDS when you ask for it. In many cases, employers do not know their legal responsibilities. Which agency could you turn to for help?

CASE STUDY #6 PAGE 120

Under the law, where can you get this information?

Ask to see your employer's written plan for preventing injuries and illnesses on the job. Cal/OSHA standards require all employers in California to have an Injury and Illness Prevention Program (IIPP).

This program must be in writing and available to all employees.

What does your employer's plan have to include?

CASE STUDY #7 PAGE 120

Which agency can you turn to for help? What help can you get there?

Health and Safety Agency Word Search

Name: _____ Date: _____

Health and Safety Agency Acronyms Word Search

Find the acronyms in the puzzle below.

H L
 I L G Y
 Z D Z A F J
 O I J T U C C E
 X P O G D F F A C D
 U D V C M P D I D Q B Y
 M J K Q I E H L G H A T G S
 I P B C U W L Q F W Y G P Z X H
 M L J R T B A O A E Q E D A L A H M
 U M J F R P M K H H M K D R Z H E T W A
 X D V Y S K C C P J S F I Y C O H K L N
 A W J I I M S I L L O D F C I F G B
 J F S O B B C Q X X I A H S O A
 R E G L F A H S M P N P L Y
 H B Z B L S U C J M D F
 Q Q N O O U F P A C
 B M S L M K X O
 I H Z T U G
 A H L A
 P K

ALA
BBC
CALOSHA
CDPH
COEH
CSCP
DCA
FDA
HESIS
LOHP
LOSH
NIOSH
OSHA

Agency Acronyms

ALA - American Lung Association

BBC - California Board of Barbering and Cosmetology

CALOSHA - California Division of Occupational Safety and Health

CDPH - California Department of Public Health

COEH - Center for Occupational and Environmental Health

CSCP - California Safe Cosmetics Program

DCA - Department of Consumer Affairs

FDA - United States Food and Drug Administration

HESIS - Hazard Evaluation System and Information Service

LOHP - Labor Occupational Health Program

LOSH - Labor Occupational Safety and Health Program

NIOSH - National Institute for Occupational Safety and Health

OSHA - Occupational Safety and Health Administration

Solving Health and Safety Problems

Section 8

LEARNING OBJECTIVES

Section 8

Solving Health and Safety Problems

After completing this section, the future professional will be able to:

- Describe how to use health surveys and workplace inspections to investigate health and safety hazards.
- Develop an action plan to correct hazards.
- Identify resource groups and organizations available for assistance.

CASE STUDY #1 PAGES 129–130

Based on these results, what two hazards would you choose to work on first?

Why did you choose these two particular hazards?

How could you get more information about these hazards?

What changes would you need to make to correct the two hazards? What would be your short-term and long-term goals?

Now that you have decided on your goals, what would you do to get the two hazards corrected?

What obstacles are there to getting changes made?

How could you convince the establishment owner that people's health problems might be work-related?

How would you respond to the establishment owner's concern about money?

What would you say to your co-workers who don't want to wear gloves?

Questions for Review

Only workers should fill out a health survey because they are the ones who use the chemicals. True or False?

Answer:

It is best to do your inspection at a time when workers are not working so you are not in the way. True or False?

Answer:

Which of the following steps of an action plan is in the correct order?

- A) Identify the hazards, set a time limit for fixing the problems, decide how to get changes made
- B) Document the problems, determine the obstacles, figure out short-term goals
- C) Conduct a survey, find out what steps have been taken, choose which problem to work on
- D) Get more information about the hazards, figure out short-term and long-term goals, involve your co-workers
- E) B and C

Answer:

What should you do if the establishment owner and your co-workers do not want to fix the health and safety hazards?

- A) Consult health and safety agencies for advice
- B) Report the owner to Cal/OSHA
- C) Remind co-workers of health problems that could be caused by hazards
- D) Keep thinking of new ways to convince them
- E) All of the above

Answer:

Understanding Workers' Rights and Responsibilities

Section 9

LEARNING OBJECTIVES

Section 9

Understanding

Workers' Rights and Responsibilities

After completing this section, the future professionals will be able to:

- Identify worker classifications.
- Understand basic workers' rights and what options are available if those rights are being withheld.
- Identify agencies available for workers' rights assistance.

Questions for Review

An independent contractor (booth renter):

- A) Uses the establishment's products, pays rent, calls the owner to see if she has to come to work.
- B) Uses her own products, has a key to the establishment, pays rent, books her own appointments.
- C) Has the receptionist book her appointments, pays rent, has to check the work schedule to see when the owner wants her in the establishment.

Answer:

The purpose of workers' rights is to:

- A) Ensure that all employees are treated lawfully, paid at least a minimum wage, and are not subjected to any form of harassment within the workplace.
- B) Put the power back in the hands of the people who do all the work.
- C) Make sure people are earning enough to make a fair living.

Answer:

To understand all of my tax obligations I should contact:

- A) Department of Industrial Relations
- B) Labor Commissioner's Office
- C) Internal Revenue Service

Answer:

Physical and
Sexual Abuse
Awareness
Section 10

LEARNING OBJECTIVES

Section 10

Physical and Sexual
Abuse Awareness

After completing this section, the future
professional will be able to:

- Identify different types of physical and sexual abuse.
- Recognize and identify warning signs of domestic violence, sexual abuse or assault, elder abuse, and human and labor trafficking.
- Identify resource groups and organizations available to the victims for assistance.

CASE STUDY #1 PAGE 162

Based on what you have observed, how might you initiate a conversation regarding the noted injuries?

If Jennifer confides in you that some type of abuse is currently occurring, how might you provide her with support?

What are some things you should NOT say to Jennifer if she is in fact experiencing abuse?

CASE STUDY #2 PAGE 162

What might you say to show you support her and her decision not to discuss the circumstances surrounding her injury?

CASE STUDY #3 PAGE 163

Since Lisa is a new client and you do not have a relationship built with her, how should you handle this situation?

CASE STUDY #4 PAGE 163

What should you do? How would you handle this situation?

Should you make the class instructor aware of what you saw?

Questions for Review

Domestic violence only occurs in older, economically challenged neighborhoods. True or False?

Answer:

Domestic violence may include:

- A) Violence between workers who do domestic chores for a household where they are employed.
- B) Physical violence, sexual violence, threats, emotional and/or psychological abuse.
- C) Violence that has occurred within the borders of the United States.

Answer:

CASE STUDY #5 PAGE 168

What would you say to Mr. Jones to make sure he is ok?

If Mr. Jones tells you that his health care provider has been hitting him and not properly caring for him, what might you say to Mr. Jones?

After Mr. Jones leaves the establishment, who might you contact to discuss what you have just been told and observed?
Contact your local county APS office at:

Elder abuse only includes repeated acts or lack of appropriate actions, occurring within any relationship where there is an expectation of trust, that causes harm or distress to an older person. True or False?

Answer:

Adult protective service agencies assist:

- A) Elderly adults (65 years and older) and dependent adults (18–64 who are disabled), when these adults are unable to meet their own needs or are victims of abuse, neglect, or exploitation.
- B) Elderly adults (55 years and older) and the sick and infirm.
- C) Parents who are experiencing threats or violence from their children.

Answer:

Name three warning signs that elder abuse may be occurring.

Answer:

PAGE 171

The two most severe forms of human trafficking are sex and labor trafficking. True or False?

Answer:

Provide two questions to ask a potential trafficked victim to help determine if they need assistance.

Answer:

66

If a victim of human trafficking has been identified, which organization may be notified?

- A) Department of Motor Vehicles
- B) National Human Trafficking Resource Center
- C) California Board of Barbering and Cosmetology

Answer:

Acknowledgements

The Board of Barbering and Cosmetology would like to acknowledge the work and dedication of the original authors and contributors of the “Health and Safety for Hair Care Professionals” course. Without their dedication and effort on the original course, the publication presented today would not have taken place.

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BARBERS

Below are common services barbers licensed by the California Board of Barbering and Cosmetology may or may not provide. The services listed below are not a full list of all services. It is ultimately a licensee's responsibility to understand their scope of practice as provided in Business and Professions Code section 7316.

BARBERING SERVICES	WITHIN A BARBER'S SCOPE	PROHIBITED/ OUT OF SCOPE
Beard or Mustache Trim	X	
Beard Shave	X	
Blowdrying Hair	X	
Curling Hair	X	
Dyeing Hair	X	
Haircut	X	
Hair Masks	X	
Hair Relaxing	X	
Hairstyling	X	
Massaging Face and Scalp	X	
Permanent Waving	X	
Shampooing Hair (not using prescription shampoo)	X	
Waxing		X

Cosmetic tattooing, fitting and styling of wigs, and threading are not regulated by the Board.



COSMETOLOGISTS

Below are common services cosmetologists licensed by the California Board of Barbering and Cosmetology may or may not provide. The services listed below are not a full list of all services. It is ultimately a licensee's responsibility to understand their scope of practice as provided in Business and Professions Code section 7316.

HAIR SERVICES	WITHIN A COSMETOLOGIST'S SCOPE	PROHIBITED/ OUT OF SCOPE
Bleaching Hair/Highlights	X	
Blowdrying Hair	X	
Chemically Relaxing Hair	X	
Curling Hair	X	
Dyeing Hair	X	
Haircut	X	
Hair Masks	X	
Hairstyling/Updos	X	
Keratin Treatment	X	
Permanent Waving	X	
Shampooing Hair (not using prescription shampoo)	X	
Straightening Hair	X	

ESTHETIC SERVICES	WITHIN A COSMETOLOGIST'S SCOPE	PROHIBITED/ OUT OF SCOPE
Body Contouring/Sculpting		X
Cavitation		X
Cryotherapy		X
Cryolipolysis or Any Fat-Reduction Treatment		X
Dermaplaning/Dermablading	X	
Dermarolling		X
Electrical Muscle Stimulator		X
Electrolysis		X *
Extractions (not using needles)	X	
Eyelash and Eyebrow Tinting	X	
Eyelash Extensions	X	
Eyelash Perming/Lash Lifts/Brow Lamination	X	
Facials (cleansing, exfoliating, massaging)	X	
Fibroblast/Plasma Skin Tightening		X
High Frequency Current	X	

* Electrolysis is the practice of removing hair from, or destroying hair on, the human body by the use of an electric needle. Only licensed electrologists may provide electrolysis.

(continued on back)

ESTHETIC SERVICES	WITHIN A COSMETOLOGIST'S SCOPE	PROHIBITED/ OUT OF SCOPE
HyaluronPen		X
Hydrafacials	X	
Injections of Any Sort		X
Intense Pulsed Light (IPL)		X
Lasers of Any Kind		X
LED Device	X	
Makeup and Strip Lash Application	X	
Microcurrent	X	
Microdermabrasion	X	
Microneedling/Nanoneedling		X
Radio Frequency		X
Skin Tag or Mole Removal		X
Superficial Chemical Peels	X	
Tweezing Hair	X	
Ultrasonic Skin Scrubber	X	
Ultrasound		X
Use of Prescription Products		X
Waxing/Sugaring Face or Body	X	

NAIL SERVICES	WITHIN A COSMETOLOGIST'S SCOPE	PROHIBITED/ OUT OF SCOPE
Applying Artificial Nails (liquid, gel, powder, nail tips)	X	
Foot and Ankle Massage	X	
Hand and Arm Massage	X	
Manicure	X	
Nail Repair	X	
Parafin Wax Treatment	X	
Pedicure	X	
Removing Calluses With a Razor-Edged Tool		X
Shaving Calluses With a Grater-like tool		X
Treating Ingrown Toenails		X
Treating Nail Fungus		X

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BarberCosmo
Board of Barbering & Cosmetology







CALIFORNIA DEPARTMENT OF
CONSUMER AFFAIRS

PDE_23-291 



Disinfection

WHAT MUST BE DISINFECTED?

Any tool that touches a customer must be disinfected before it can be used on another person. If it cannot be disinfected (such as emery boards, neck strips, cotton pads, etc.), it must be thrown away immediately after use. Towels, sheets, gowns, etc. must be washed before they are used on another person.

HOW TO DISINFECT:

- **Remove** — all visible debris.
- **Wash** — with soap or detergent and water. If necessary, use a scrub brush to remove any foreign matter.
- **Rinse*** — in clean water.
- **Dry** — with a new clean paper towel. This is important so the disinfection solution does not get diluted.
- **Immerse** — tools in an EPA-registered disinfectant used according to manufacturer's instructions. Tools must be totally immersed in the disinfectant. Use a properly mixed EPA-registered disinfectant that has demonstrated bactericidal, fungicidal, and virucidal activity. The disinfectant solution must be mixed and available for use at all times. The disinfectant must be covered at all times and changed according to the manufacturer's instructions or when it is cloudy or contains debris. Containers for disinfectant must be labeled "Disinfectant Solution".
- **Wear** — protective gloves or use tongs when removing tools from the disinfectant.
- **Dry*** — with a new, clean paper towel.
- **Store** — all disinfected tools in a clean, covered place which is labeled "clean" or "disinfected". Disinfected tools shall not be placed in a container, pouch or holder which cannot be disinfected.

continued on back

HOW TO DISINFECT SHEARS:

- **Remove** — all visible debris.
- **Wash** — with soap or detergent and water. If necessary, use a scrub brush to remove any foreign matter.
- **Rinse*** — in clean water.
- **Spray or wipe** — shears with an EPA-registered disinfectant with demonstrated bactericidal, fungicidal and virucidal activity, used according to manufacturer's instructions.
- **Store** — all disinfected tools in a clean, covered place which is labeled "Clean" or Disinfected". Disinfected shears shall not be placed in a container, pouch or holder which cannot be disinfected.

** These steps are not required in the law or regulations as part of the disinfection process. However, it is recommended that licensees include these additional steps to achieve the maximum benefits of the disinfection process.*



INSPECTIONS

Self-Inspection

Conducting occasional self-inspections will help you remain in compliance with the Board of Barbering and Cosmetology (Board), regulations and the laws of California. It will also reduce the number of violations cited during an inspection. The owner of the salon, and licensees working in the salon, will be cited if violations exist during the time of inspection. The following guidelines will assist with self-inspections.

(B&P) Business and Professions Code
(CCR) Title 16, Division 9 of the California Code of Regulations

ESTABLISHMENT LICENSE

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 1. Do you have an establishment license? (B&P 7317) | <input type="radio"/> Yes | <input type="radio"/> No |
| 2. Is your establishment license current and valid? <i>Only current, valid licenses may be displayed. The Inspector will confiscate invalid licenses. Photocopies are illegal.</i> (B&P 7347, 7317, 119(f), CCR 965(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 3. Is the current owner and address on the license correct? <i>If not, you need to apply for a new establishment license.</i> (B&P 7347) | <input type="radio"/> Yes | <input type="radio"/> No |
| 4. Is the most current "Message to the Consumer" (BBC-CP01(2/2017)) conspicuously posted in the reception area? If no, a downloadable copy is available on the Board's website. (CCR 905) | <input type="radio"/> Yes | <input type="radio"/> No |
| 5. Do you have a licensee in charge? <i>There must be a licensee in charge for purposes of the inspection.</i> (B&P 7348) | <input type="radio"/> Yes | <input type="radio"/> No |
| 6. If your establishment is in a private residence, does it have an entrance separate from the entrance of the private living quarters? (B&P 7350) | <input type="radio"/> Yes | <input type="radio"/> No |

PERSONAL LICENSES

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 7. Do all of the employees have a current, valid license? <i>Only current, valid licenses may be displayed. The Inspector will confiscate all others. Photocopies are illegal.</i> (B&P 7349, 119(f), CCR 965(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 8. Is each license conspicuously posted in the licensee's primary work area? <i>The license must be posted whenever the licensee is working.</i> (CCR 965(a)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 9. Does each licensee have valid government-issued photo identification during work hours? (CCR 904(d)) | <input type="radio"/> Yes | <input type="radio"/> No |

SANITATION / HEALTH & SAFETY

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 10. Do you have containers large enough for proper disinfecting? <i>All non-electrical items being disinfected must be fully immersed in solution. The container must be continuously covered.</i> (CCR 978(a)(5), 979(b)(1)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 11. Do you have a sufficient supply of disinfectant? Label on the disinfectant must show EPA-registered with demonstrated bactericidal, virucidal, and fungicidal activity. (CCR 978(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 12. Is the manufacturer labeled container on the premises for verification? (CCR 978(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 13. Are the correct disinfection procedures being followed on both non-electrical and electrical equipment? (CCR 979, 980) | <input type="radio"/> Yes | <input type="radio"/> No |
| 14. Is the disinfectant solution mixed according to manufacturer's directions? (CCR 978(b)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 15. Are all supplies that cannot be disinfected, disposed of in a waste receptacle immediately after use? (CCR 981(a)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 16. Are neck strips or towels used to protect each client's neck? (CCR 985) | <input type="radio"/> Yes | <input type="radio"/> No |
| 17. Are clean instruments stored separately from soiled instruments? Are the soiled instruments stored in a container labeled "dirty", "soiled" or "contaminated"? (CCR 979(c)) | <input type="radio"/> Yes | <input type="radio"/> No |

SANITATION / HEALTH & SAFETY

All answers should be “Yes”

18. Are new supplies and single-use, disposable tools stored in a clean, covered place labeled “New”? (CCR 981(b))	o Yes	o No
19. Are the clean instruments stored in a covered container labeled “clean” or “disinfected”? (CCR 979(d))	o Yes	o No
20. Are all whirlpool and air-jet basins, pipe-less footspas (footplates, impellers, impeller assemblies and propellers), foot basins or tubs (any basin, tub, footbath, sink, bowl, and all non-electrical equipment that holds water for a pedicure service), being properly cleaned and disinfected after use upon each client, at the end of the day, weekly and properly logged? (CCR 980.1, 980.2, 980.3)	o Yes	o No
21. Are all single use, disposable, recyclable, liners that are designed specifically and manufactured for use as a foot basin or tub liner, disposed of immediately after each use? Is there a supply of at least 5 liners per foot tub basin on the premises at all times? (CCR 980.4)	o Yes	o No
22. Are the floors, walls, ceilings, furniture, furnishings, and fixtures clean and in good condition? (CCR 994(a))	o Yes	o No
23. Is there hot and cold running water in the establishment, if hair dressing services are being performed? (CCR 995(b))	o Yes	o No
24. Is there a public toilet room? Is it clean? (B&P 7351)	o Yes	o No
25. Are there hand washing facilities with hot and cold running water in, or adjacent to, the toilet room? Is soap (liquid or powder, not "community" bar, soap) provided? (B&P 7352)	o Yes	o No
26. Is the toilet room clear of all storage? <i>No storage of supplies, mops, buckets, etc., are allowed in the toilet room.</i> (B&P 7351)	o Yes	o No
27. Is potable drinking water available? (CCR 995(c))	o Yes	o No
28. Is there at least one covered waste receptacle for disposal of hair? (CCR 978(a)(1))	o Yes	o No
29. Are clean towels, sheets, robes, linens and smocks stored in a clean, closed cabinet or container? (CCR 987(c), 978(a)(3))	o Yes	o No
30. Are soiled towels, robes, gowns, smocks, linens and sheets stored in a closed container? (CCR 987(a), 978(a)(2))	o Yes	o No
31. Is all waste, hair clippings or refuse, disposed of promptly without accumulation? (CCR 994(b))	o Yes	o No
32. Do all employees wash their hands or use an equally effective alcohol based product before providing services to each client? (CCR 983(b))	o Yes	o No
33. Are headrests and/or treatment tables covered with a clean towel, sheet, or paper for each client? (CCR 990(a)(c))	o Yes	o No
34. Are shampoo bowls and sinks clean and in good repair? Has the hair trap been emptied? (CCR 990(b))	o Yes	o No
35. Are all containers and spray bottles correctly labeled? (CCR 988(b))	o Yes	o No
36. Are poisonous substances labeled? (CCR 988(b))	o Yes	o No
37. If only a portion of a cosmetic preparation is used, is it removed from the container so as not to contaminate the remaining portion? (CCR 988(c))	o Yes	o No

OTHER

All answers should be “No”

38. Do employees carry supplies or instruments on or in their garments? <i>This includes scissors, holsters, and pouches.</i> (CCR 981(c))	o Yes	o No
39. Are prohibited services being offered? (CCR 991, B&P 7320)	o Yes	o No
40. Are there any supplies, equipment, or instruments in the establishment, which can be considered a practice of medicine for the type of services being offered, e.g., chemicals, scalpels, medical supplies, needles, devices, etc.? (B&P 7320.2, 7320.1)	o Yes	o No
41. Is the establishment used for sleeping or residential purposes? (B&P 7350)	o Yes	o No
42. Are there any illegal metal instruments being used or stored in the establishment, such as razor callous shavers (credo blades), metal scrapers (graters), etc.? (CCR 993(a), 993(b))	o Yes	o No