

General Trade Practices

ALL staff in a Salon or Spa must follow these guidelines

Sanitation (Cleansing)

-Clean all multi-use Salon tools and equipment of debris with a chelating surfactant soap or detergent, warm water and a scrub brush, rinse with warm water, then dry with a disposable towel

Disinfection

- Disinfect ONLY after all multi-use Salon tools and equipment have been properly sanitized
- Disinfect multi-use tools by completely immersing in either disinfectant solution, 10% bleach, 70% Isopropyl Alcohol, or 99% Ethyl Alcohol
- Always add disinfectant solution to water (not water to disinfectant) in a covered container (not air tight)
- Rinse with warm water, dry with a disposable towel
- Place all disinfected tools in a clean container, UV Sanitizer or Dry Sanitizer until ready to use
- Never use disinfectants as hand cleansers
- Avoid skin contact with disinfectants
- Change disinfectant solution daily or immediately following contamination
- Always follow manufacturer's instruction and time recommendations
- Keep written records of routinely implemented disinfection procedures
- Use the same infection control procedures on all clients

Hands

- Hand washing is one of the best methods of preventing the spread of germs and removing microorganisms from the hands
- Wash hands thoroughly by first removing all jewellery, then use an antibacterial soap, scrub with a soft bristle brush and warm water before and after each service
- Pay close attention to scrubbing under the nail's free edge
- Dry thoroughly with a disposable towel
- Should chapping or irritation occur, apply hand lotion as needed to keep skin soft
- Wash hands before and after wearing gloves

Staff Personal Grooming

- Good grooming with proper attention to personal hygiene particularly regarding the hair, face and hands
- Professional attire recommended with closed toe shoes and hosiery
- Hair Stylists and Barbers should wear a clean apron or smock
- Estheticians and Nail Technicians should wear a clean white lab coat or uniform
- Hair of shoulder length or longer must be fixed off the face
- Jewellery may interfere with services being provided
- Pay attention to the appropriate length of nails as this may interfere with the services being provided
- Staff with open sores or skin lesions on their hands should wear disposable gloves or avoid direct contact with clients

Clients

- A clean, properly sanitized gown should be provided for each client receiving a chemical service or esthetic treatment
- A private area should be provided for a client to change and conveniently hang their clothing

Work Surfaces

- All work surfaces must be cleaned before each service with a sanitizing spray, then wiped clean with a disposable towel

Chairs

- After each service be sure to remove all debris from chairs
- Immediately following direct contact with a client's skin, all chairs must be cleaned with a sanitizing spray then wiped with a disposable towel

Floors

- Keep floors clean by sweeping after each client, mop floors and vacuum carpets daily
- Objects dropped on the floor must be sanitized and disinfected

Refuse Disposal

- All garbage cans should be lined with a plastic, disposable bag, and disposed of regularly
- Foot release flip up lids recommended to prevent cross contamination
- Wash and disinfect garbage cans regularly
- Anything exposed to blood, bodily fluids, and skincare treatment debris must be double bagged and disposed of carefully
- A puncture proof container should be used to dispose of any sharps, lancets and needles

Sinks & Hair Washing Stations

- There must be a sufficient number of sinks available on the premises in convenient locations to accommodate regular hand washing, cleansing of implements, and hair washing
- There must be hot and cold running fresh water
- Clean sinks after each use
- Sanitize and disinfect all sinks daily or immediately following contamination

Restrooms

- Provide disposable towels, liquid hand soap and a clean, soft bristle nail brush
- Sanitize and disinfect daily or immediately following contamination

Beverage Services

- Use disposable drinking cups
- Prohibit drinking and eating in areas where services are performed

Linen & Laundry Services

- Use an additive (such as bleach) along with soap powder and hot water in the washing machine to disinfect and sanitize all linen
- Then place in a clothes dryer set at the hottest temperature
- Once a towel or linen has touched or been used on a client it must be properly laundered
- Store soiled towels and linens in a covered receptacle until laundered, remove with gloves
- Launder linen regularly, never leave soiled linen overnight as fungus and mold may grow
- If a towel or linen contacts broken skin, blood, bodily fluids or any other unhealthy condition it must be disposed of

Dispensary

- Must be clean and orderly by clearly marking the contents of all containers
- Store products according to manufacturer's instructions, away from heat and direct sunlight

- Clean fans, ventilation system and humidifiers at least once each week to ensure proper air quality and circulation
- Keep the temperature of the premises at 21 degrees Celsius or 70 degrees Fahrenheit
- Direct exhaust air and fans away from the premises
- Install screens on all windows to prevent insects and rodents from entering the premises

Safe Chemical Practices

- Redness, irritation or swelling of the skin due to a reaction to certain chemicals may go unnoticed at first, yet may intensify over time resulting in a more severe reaction
- If contact occurs, treat and care for the skin immediately by washing with warm, soapy water
- Advise a client to consult a physician if any type of irritation should occur or appear
- Perform a patch test 24 to 48 hours prior to each application of aniline-derivative hair colour
- Wear protective, vinyl gloves through the application of a chemical

Universal Precautions

- A Salon or Spa should be smoke, pet and pest free
- Clean the telephone receiver, doorknobs and handles daily to reduce the spread of germs
- Periodically inspect all wet rooms for rust, mold and other signs of deterioration
- Be sure the hot water tank is of a sufficient size to accommodate the amount of hot water the premises needs and consumes
- Schedule annual safety and operational inspections for electrical, hot water tanks, air conditioners, and ventilation systems
- Keep a first aid kit on hand
- Remove products from containers using pumps, squeeze bottles with dispenser caps, or disposable spatulas
- Discard any unused product that has been removed from its container
- Document all accidental exposures to blood or bodily fluid (name, address, phone number, date, injury site, and circumstances surrounding injury)
- Keep records on site for one year
- Hepatitis B vaccination is strongly recommended for anyone working in a personal service establishment
- ALWAYS follow product's manufacturer instructions and time recommendations