

HairDressing and beutification

Leve II

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Acronyms

TVT ----- Technical Vocational Training

LAP ----- Learning Activity Performance

COSHHControl of substances hazardous to health

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Introduction to the module

In hair dressing and beautification field, image presentation helps to understand chemicals and equipment, Professional appearance .This module design to meet the industry requirement under the hair dressing and beatification occupational standard particularly for the unit of competence present professional image.

This Module Covers the Units:

- Chemicals and equipment
- Professional appearance

Learning objectives of the Module

At the end of this session, the students will able to:

- Use of chemicals and equipment
- Understand work place tools and equipment
- Identify professional appearance

Module Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below.
3. Read the information written in the information Sheets
4. Accomplish the Self-check
5. LAP Test

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Unit one: Chemicals and equipment

This learning unit is developed to provide the trainees the necessary information regarding the following content coverage and topics:

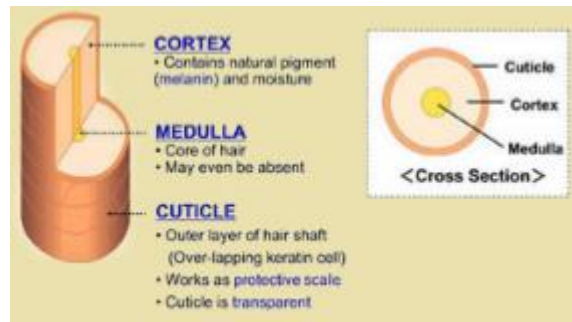
- Definition of hair color
- Hairdressing Scissors
- Minimize water and product waste
- Remove unwanted hair materials
- Salon maintenance procedures
- Health and safety procedures

This unit will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Define hair color
- List Types of scissors
- Check Minimize water and product waste
- Apply Remove unwanted hair materials
- Follow Salon maintenance procedures
- Apply Health and safety procedures

1.1 Definition of Hair color

Hair coloring, or hair dyeing, is the practice of changing the hair color. The main reasons for this are cosmetic: to cover gray or white hair, to change to a color regarded as more fashionable or desirable, or to restore the original hair color after it has been discolored by hairdressing processes or sun bleaching. Cosmetologists should study and have a good understanding of hair coloring because knowledge of excellent hair color services provide stylists with an opportunity for creative expression, they allow stylists to cover grey and enhance haircuts and hide facial imperfections, and ensure stylists have the ability to work safely with the chemicals in the products to ensure the client is protected from harm.



Why Do People Color Their Hair?

- Cover up or blend grey (pigmented) hair
- Enhance and existing hair color
- Create a fashion statement
- Correct unwanted tones in hair created by the environment (such as sun or chlorine)
- Accentuate a particular haircut

Hair Structure

Hair is composed of three major components:

- Cuticle- outermost layer; protects the interior cortex and contributes up to 20% percent of the overall strength of hair
- Cortex- middle layer; gives hair the majority of its strength and elasticity

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- Medulla- innermost layer of the hair; ; it is sometimes absent from the hair and does not play a role in hair coloring

Texture

Hair texture is the diameter of a single strand of hair.

- Coarse- large diameter
- Medium- medium diameter
- Fine- small diameter
- ❖ Melanin is distributed according to hair structure
 - Fine hair- melanin granules are tightly grouped, take color faster and look darker
 - Medium hair- average reaction to hair color
 - Coarse hair- melanin granules are loosely grouped meaning color takes longer to process

Density

Hair density refers to the number of hairs per square inch; can range from thin to thick; must be considered to ensure proper coverage

Porosity

Hair porosity refers to hair's ability to absorb moisture.

- Low porosity- cuticle is tight; hair is resistant; requires longer processing time
- Average porosity- cuticle is slightly raised; hair is normal and processes in average amount of time
- High porosity- cuticle is lifted; hair takes color quickly; also tends to fade quickly

Test for porosity: Take several strands of hair from four different sections of the head

- Hold strands securely and slide thumb and forefinger of other hand from ends to the scalp
- If hair feels smooth, the cuticle is compact, dense, and hard (low porosity); if hair feels rough (average porosity); if hair feels very rough, dry or breaks (high porosity)
- Observe hair wet and dry to see porosity
- Extremely porous hair rejects warmth when color is applied and can process more quickly which results in deeper color

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Identifying Natural Hair Color and

Tone

Natural Hair Color Natural hair colors range from black to dark brown to red and from dark blond to light blond. There are three types of melanin in the cortex:

- Eumelanin- lends black and brown colors to the hair
- Pheomelanin- gives hair blond and red colors
- Mixed melanin- combination that contains both eumelanin and pheomelanin

Contributing pigment- also known as undertone; varying degrees of warmth exposed during a permanent or color

The Level System:-is a system used by colorists to determine the lightness or darkness of a hair color.

1 is the darkest and 10 is the lightest

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Level: 11 Ultra Light Blonde



Level: 10 Lightest Blonde



Level: 9 Very Light Blonde



Level: 8 Light Blonde



Level: 7 Medium Blonde



Level: 6 Medium Brown



Level: 5 Light Brown



Level: 4 Medium Brown



Level: 3 Dark Brown



Level: 2 Darkest Brown



Level: 1 Black

Identifying the Natural Level

- Take a ½” square section in the crown area and hold it up from the scalp, allowing light to pass through it
- Use the natural level-finder swatch provided by the manufacturer, select the swatch you think matches and place it against the hair
- Move the swatch from the scalp area along the hair strand
- Determine the natural-hair color level

Gray Hair

Gray hair is hair that has lost its pigment and is normally associated with aging; most people retain a certain percentage of grey hair

Color Theory

Color is describes as a property of objects that depends on the light they reflect and is perceived by the human eye as red, green, blue, or other shades. Base color is the predominant tone of color.

Law of Color

- System for understanding color relationships
- When combining colors, you will always get the same result for the same combination

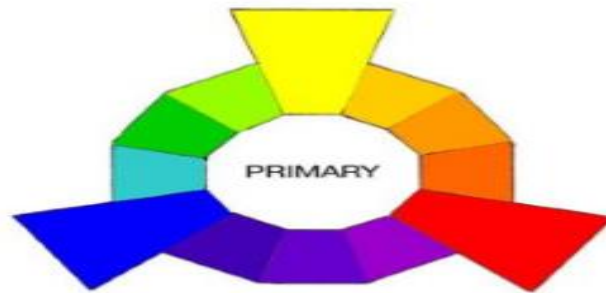
Primary Colors are pure or fundamental colors; colors with a predominance of blue are cool colors while colors with a predominance of red/yellow are warm colors.

Blue- strongest of primary colors; can bring depth or darkness to any color

Red- medium primary color; adding to blue-based colors makes them appear lighter; adding to yellow makes them appear darker

Yellow- weakest of primary colors; when added to other colors they will appear lighter and brighter

When all three primary colors are present in equal proportions, the resulting color is brown.



Secondary Colors are colors obtained by mixing equal parts of two primary colors. The secondary colors are green, orange, and violet.

Tertiary Colors are intermediate colors achieved by mixing a secondary color and its neighboring primary color on the color wheel in equal parts.

Natural-looking hair color is made up of a combination of primary colors, secondary colors, and tertiary colors.



Complementary Colors are primary and secondary colors positioned directly opposite each other on the color wheel (blue and orange; red and green; yellow and violet)



Tone or Hue of Color Tone, also known as hue, is the balance of color. Tone may be described as warm, cool, or neutral.

- **Warm tones-** look lighter than their actual level; typically are called golden, orange, red, and yellow (auburn, amber, copper, bronze, strawberry)
- **Cool tones-** can look deeper than their actual level; typically are called blue, green, and violet (smoky or ash)
- **Natural tones-** warm tones that are described as sandy or tan

Intensity refers to the strength of a color. May be described as soft, medium, or strong; color intensifiers are tones that can be added to a hair color formula to intensify the result

Base color is the predominant tone of a color. Each color is identified by a number and a letter the number indicates the LEVEL and the letter indicates the TONE; example 6G is a Level 6-Dark Blonde with a G-Gold Base

Types of Hair color

Hair coloring products generally fall into two categories: non-oxidative (temporary and semi permanent) and oxidative (demi-permanent and permanent). All (except temporary) require a patch test.

All permanent hair color products and lighteners contain both a developer (oxidizing agent) and an alkalizing ingredient. The alkalizing agent: raises the cuticle so hair color can penetrate the cortex, increase the penetration of dye within the hair, and trigger the lightening reaction of peroxide.

❖ Temporary Hair color

- Neutralizes yellow hair or unwanted tones
- Non-permanent color whose large pigment molecules prevent the penetration of the cuticle
- A coating action that may be removed by shampooing

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- Makes only a physical change, not a chemical change
- No patch test required
- Available as: color rinses, colored mousses and gels, hair mascara, spray-on color, and color-enhancing shampoos

❖ **Semi-Permanent Hair color**

- No-lift, deposit only, non-oxidation hair color
- Lasts through several shampoos (depending on hair porosity)
- Are not mixed with peroxide; used straight from the bottle
- Does require a patch test

❖ **Demi-Permanent Hair color**

- No-lift, deposit-only hair color
- Does not lighten color
- Deepen or create a change in tone on natural hair color
- Hair color glaze- adds shine and color to the hair

❖ **Permanent Hair color**

- Lighten and deposit color in a single process because they are more alkaline than demi-permanent colors and are usually mixed with a higher-volume developer
- Used to match, lighten, and cover grey hair
- Requires a patch test
- Contain uncolored dye precursors called aniline derivatives which are small, uncolored dyes that combine with hydrogen peroxide to form larger, permanent dye molecules within the cortex • Not easily shampooed out
- Soap Cap- equal parts of permanent color mixture and shampoo used during the last five minutes of a hair color service and worked through the hair to refresh the ends
- Natural and Metallic Hair colors
 - Not usually used in the salon

- Natural (vegetable) hair
colors- do not lighten; end result tends to be weak; shade ranges are limited; many chemical products cannot be applied over natural hair colors
- Metallic (gradual) hair color- contain metallic salts that change hair color gradually by progressive buildup and exposure to air
- Create a dull, metallic appearance
- Hydrogen Peroxide Developers
 - One of the most commonly used developers
 - Supplies the necessary oxygen gas to develop the color molecules and create a change in natural hair color
 - Volume- measures the concentration and strength of hydrogen peroxide Lower the volume- less lift; higher the volume-greater the lift
- Lighteners
 - Lighteners- chemical compounds that disperse, dissolve, and decolorize the natural hair pigment
 - Double-process application- also known as two-step coloring; a lightener is used to achieve the desired lift, then a toner is used to add a soft tone back to the hair
 - Decolorizing- hair can go through as many as ten stages (although not all hair will go through all ten stages); allows the colorist to create the exact degree of contributing pigment needed for the final result
- Consultations are the most important part of the color service.
- A release statement should be signed by a client whose hair is in questionable condition and may not withstand the requested chemical treatment.

Hair color Formulation

Mixing permanent colors: this is determined by the type of application you are using

- Applicator bottle- large enough to hold the color and the developer with room for shaking until the mixture is thoroughly mixed
- Brush and bowl- use non-metallic bowl and applicator brush

Hair color Applications

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- Patch test (predisposition test): requires a patch test 24-48 hours before each application of a aniline hair color; a small amount of the hair coloring to be used is swabbed behind the client's ear or inside the client's elbow; redness, rushing, or a welt is a sign of an allergic reaction and the hair coloring should not be used.
- Strand test- determines how the hair will react to the color formula and how long the formula should be left on the hair; performed after the client is prepared for the coloring service
- Single-process permanent color- lightens and deposits color in a single application; used for virgin applications and color retouch applications
- Virgin application- first time hair is colored
- Color retouch applications- hair color is applied to new growth and to refresh faded ends
- Glaze- a non-ammonia color that adds shines and tone to hair
- Line of demarcation- a visible line separating colored hair from new growth
- Double-process hair color- also known as hair lightening or bleaching; chemical process involving the diffusion of the natural hair color pigment; pre-lightening is the first step
- **Lighteners**
 - ❖ Cream, oil, and powder lighteners are used on the scalp because they are easy to apply
- **Oil-** the mildest type; appropriate for one or two levels of lift (may be used to lighten facial and body hair as well)
- **Cream-** strong enough for high-lift blonding but gentle on the scalp; thicker
 - ❖ Activators (boosters, protinators, accelerators)- powered sulfate salts added to hair color to increase its lightening ability
 - ❖ Powdered off-the-scalp lighteners- also known as quick lighteners; cannot be used directly on the scalp; strong-acting; may dry out quickly but do not run or drip

Special Effects Hair coloring

- **Highlighting-** involves coloring some hair strands lighter than the natural coloring to add the illusion of depth

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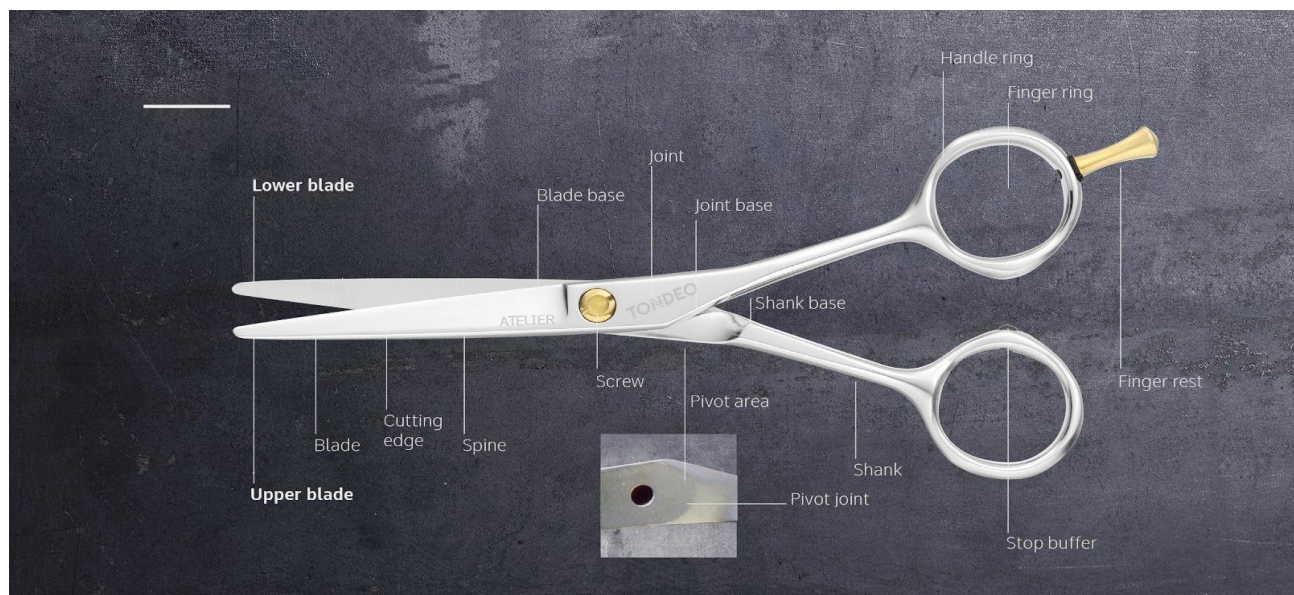
- **Low lighting (reverse highlighting)**- technique that adds darker color to some strands in order to make less detail visible
- **Cap technique**- pulling clean dry hair through a perforated cap with a thin metal or plastic hook and then combing them to remove tangles and then applying lightener
- **Foil technique**- slicing or weaving out sections of hair, placing them on foil or plastic wrap, applying lightener or permanent hair color, then sealing them in for processing
- **Baliage (free-from technique)**- painting lightener on clean, styled hair; very subtle look

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1.2 Hairdressing Scissors

Scissors Hairdressing: -It is cutting instrument having two blades whose cutting edges slide past each other.

Scissors with straight or curved, short or long blades are used. Good scissors are made of special steel, with freely-moving, sharp-edged blades. They should not be too heavy or too long to control easily. A common scissor length for small hands is 150mm, and for the larger hand 175-87mm. Scissors need resharpening occasionally so two pairs, of the same type preferably, is necessary. Parts of scissors are: the blades, points, heel, shank, rivet or pivot, and the handles. Haircutting scissors should be used only for cutting hair. If used on other materials they will be spoilt and become difficult to use.



Scissor dimensions in inches

Types of Hairdressing Scissors

Through decades of experience and extensive knowledge of the hair industry, Scissor Tech has come to understand exactly what type of hairdressing scissors are required for a hairdresser.



Fig different types of scissors

Hair Clippers, Barber scissors, thinning hair Scissors, Texturizing hair Scissors, Left-handed scissors

Hair clippers, informally known as hair snips, have a striking resemblance to a pair of scissors in their appearance. These are specialized clippers with razor-sharp blades used for cutting and trimming hair. They have the same working principle as that of scissors but have different shapes and designs.

1.3 Minimize water and product waste

Ways to Save Water at Your Salon

When owning or managing a Sustainable salon, you need to be conscious about the usage of natural resources of your facility — that includes water consumption. Salon water management starts by monitoring your water usage and finding out where you use most of the water. It will help you focus on where most water is being used and reduce the amount. Keeping track of the reduction over time is also helpful to indicate whether your tactic is successful or not. Three steps to minimize water consumption at salon and manage salon water better.

Use Eco-Friendly Salon Towels

Eco towels or single-use towels can replace regular towels but exceeds the benefits as they do not require water or energy to wash them. A large salon washes approximately 250 towels per day, whereas a medium-size salon launders 125 towels per day. Even a small size salon washes 30 towels per day. The water usage for just laundering the towels can add up to over a hundred gallons, even if you use a highly efficient washer.

Clean More Efficiently

Cleaning the furniture, tools, and floors regularly is mandatory for any hairstyling facility. However, you can implement simple actions to reduce water usage in cleaning. For cleaning the floors, train and encourage employees to use half buckets as standard. For cleaning the furniture, rather than using harsh chemical-based mixtures, which need to be thoroughly rinsed off to avoid contamination, use microfiber cloths with an effective Salon Chair Cleaner. It will not only help you save water but also protect your furniture from damage while cutting short the cleaning time.

Use Water Saving Showerheads & Basins

An efficient showerhead can save up to 330 liters/day. Additionally, a pressurized showerhead will clean a lot faster than regular showerheads, saving time and water. They can help you provide better customer service as pressurized water cleans the scalp better while providing a

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Soothing experience. Using a low-flow aerator can give you water savings of up to 10 liters/min per tap

1.4 Remove Unwanted Hair

Hair removal also known as epilation or depilation is the deliberate removal of body hair or head hair. The word "depilation" comes from the Latin "pilis" which means "hair".



Fig.1. 4 .1 Unwanted Hair removal

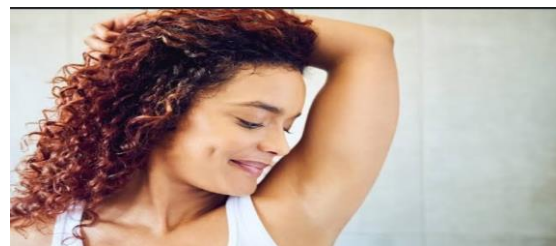


Fig .1.4.2 Unwanted Hair removal



Fig.1.4.3 Unwanted Hair removal

Remove of Unwanted Hair removal

Anterior view of major and minor (lighter color) body hair growth areas in males and females. Hair typically grows all over the human body and can vary in thickness and length across human populations. Hair can become more visible during and after puberty and men tend to have thicker, more visible body hair than women. Both males and females have visible body hair on

the head, eyebrows, eyelashes, armpits, genital area, arms, and legs. Males and some females may also have thicker hair growth on their face, abdomen, back, buttocks, anus, areola, chest, nasal, and ear. Hair does not generally grow on the lips, the underside of the hands or feet, or on certain areas of the genitalia.

Hair removal may be practiced for cultural, aesthetic, hygienic, sexual, medical, or religious reasons. Forms of hair removal have been practiced in almost all human cultures since at least the Neolithic era. The methods used to remove hair have varied in different times and regions.

The word "depilation" comes from the Latin "pilis" which means "hair".



Fig .1.4. Example Removal method of unwanted hair

Many people have unwanted hair. It's common on the upper lip, chin, cheeks, back, legs, fingers, feet, and toes. It can have many causes, including genetics, certain medications such as steroids, higher levels of certain hormones, and polycystic ovarian syndrome.

There are several ways to remove unwanted hair. With most methods, at least some of the hair will eventually grow back.

- **Shaving**

Shaving is best for leg, arm, and facial hair. It can, though, cause ingrown hairs, especially in the pubic region.

- **Plucking**

Plucking or tweezing can be painful, but it may be a good option if you only have a few hairs you want to remove. Times when you might want to pluck include when you're reshaping your eyebrows or pulling out a few stray hairs that appear on your face. You should not, however, use this hair removal method for large areas. It can cause ingrown hairs or scarring.

- **Depilatory Creams**

Hair removal creams, also known as depilatory creams, are available without a prescription.

They're not all the same, so be sure to read the label. For instance, you shouldn't use a hair removal cream made for pubic hairs to remove hair on your face.

The chemicals in these products dissolve the hair shaft. Using a cream improperly -- for instance, leaving it on too long -- can burn your skin. If you have a history of allergic reactions, you should first test a little bit of the cream on a small area on your arm to make sure you don't have a bad reaction to it. Be sure to follow the directions on the cream.

- **Hot Waxing**

Hot waxing can be messy and painful and may leave some hairs behind because they can break off. Infection is one side effect to watch for. If the wax is too hot, you may get a burn. You should not use this method if you also use certain types of prescription acne creams (such as Retina-A) or take isotretinoin. If you do, the wax will pull your skin off. Many women use this hair removal method in the bikini area and to remove hair on the upper lip.

- **Threading**

Threading is a traditional Indian method of hair removal that some salons offer. The professionals who do threading use strings they twist in a pattern and use to pull unwanted hair out.

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- **Laser Hair Removal**

This is one of the longest-lasting methods, but it generally requires four or more treatments 4-6 weeks apart. It can only be effective on dark hair.

The laser beam or a light pulse works to destroy the hair bulb. The treatment can be expensive and sometimes painful, but it can be used on many parts of the body where unwanted hair appears. Be sure you select a doctor or technician who is highly trained and knowledgeable.

- **Electrolysis**

Electrolysis is done by a professional who places a tiny needle with an electric current in the hair follicle. There are two primary hair removal methods with electrolysis: galvanic and thermolytic.

Galvanic hair removal chemically destroys the hair follicle. Thermolytic removal uses heat to destroy the follicle. In either case, be sure to find a professional who is highly trained and knowledgeable. You can get electrolysis on any part of the body.

- **Medications and Unwanted Hair**

If none of these hair removal methods help, you may want to ask your doctor's advice. There are drugs that inhibit hair growth.

Spironolactone is a pill that may slow or reduce hair growth in areas that you don't want hair. It will not get rid of the hair on your scalp and may actually stimulate growth there.

There is a prescription cream called Vaniqa that's approved by the FDA for slowing facial hair growth in women. This cream slows growth, but it will not remove the hair. You apply it to the area twice a day. Once you stop using the cream, the hair will regrow.

1.5 Salon maintenance procedures

Maintaining health and safety requirements within the salon

The purpose of health and safety requirements within the salon: Health and safety regulations must be adhered to in the salon to maintain high standards of practice, safety and protection of themselves and the client. One aspect of health and safety responsibility would be ensuring

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continuous professional development is maintained to keep up to date with changes or new product usage information.

The importance of working safely and hygienically within a salon: Stylists and therapists must work safely at all times and adhere to all health and safety legislation within the salon.

Responsibilities would include:

- Work hygienically with the use of clean towels, sterilized tools and equipment
- Follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- Prepare and protect self, client and service area in accordance with salon requirements
- Use appropriate personal protective equipment for self and client, e.g. the client's own clothes must be fully protected with gown and towels
- Remain alert to risks and hazards throughout the service and understand how this may affect services – spillages, obstacles, obstructions, broken equipment and trailing wires Adopt correct posture of self/client to avoid fatigue and minimize injury
- Ensure that the service area is clean and tidy throughout the service
- Proceed with the service without causing danger or damage to self, client or work area Adopt the correct methods of waste disposal – dilute chemicals with running water, recycling and environmental protection
- Prevent contact dermatitis – wear gloves when using chemicals, wash and dry hands thoroughly and use moisturizer/barrier

Every hair and beauty professional knows the importance of hygiene within their business. It's an essential aspect of every treatment and service offered within your salon and ensuring the utmost cleanliness will both improve your Client's experience and help ensure you minimize germs, bacteria and infection in your working environment. It will also enhance the reputation of your business and play clients continue to use and recommend your services.

1. Towards Maintain Clean and Healthy Salon Is to Do Research
2. Make Cleaning Plan and Bright into Practice
3. Stocking Up Clean Supplies
4. Train Your Staff
5. Communicate With Your Client

1.6 Health and safety procedures

Health and Safety procedures are a set of standardized actions that detail every step needed to conduct a job safely, with the aim of minimizing health and safety risk to people and the workplace. Every organization has some sort of Health and Safety procedure. Even if it's just telling people to wear their seatbelt or not to work on some equipment until the power has been cut out. These procedures are usually set in place to protect both employees and the general public from injury and harm.

Follow safe methods of working:

- Carry out service with causing danger or damage to self,
- Client or work area intentionally or by accident follows health and safety policies for working safely.
- Preparation ensure everything is ready before you start,
- place products,
- tools and equipment close at hand on trolley or work surface,
- Ensure all electrical equipment is PAT tested and fit to be used.
- Follow COSHH (Control of substances hazardous to health) – store, handle, use, dispose of products correctly.
- How to work hygienically – only use clean towels, sterilized tools and equipment when working on client. Avoid contact dermatitis: Wash product from hands, dry hands, use moisturizing/barrier cream, wear gloves.

Hazards and risks –

- Clean up spillages, trailing and frayed wires. Leave work area clean and tidy after use – remove towels, store equipment, clean equipment, remove client's gown.

The principles of health and safety

The importance of health and safety :-Health and safety is important to keep people and safe and prevent them from harm! The main purpose of the various laws and legislation is to ensure health, safety and welfare of people is a priority! These laws apply to all working environments, including hair and beauty salons and to self-employed and mobile hairdressers and beauty therapists.



Fig. Health and safety law applies to everyone in the workplace

Health and safety law applies to everyone in the workplace – employers, staff, customers and visitors or guests.

- Employers have responsibility to provide and maintain a safe working environment and welfare facilities. They are also responsible for developing policies and standard or normal operating procedures to guide safe practice.
- Employers must provide safe working systems
- Staff needs to follow these procedures in all their daily activities. They need to be inducted to health and safety requirements and receive other specialist training

required for their work role,

e.g. risk assessment, first aid, manual handling, safe use of chemicals

Customers, visitors and guests need to be informed of appropriate rules and behaviors to ensure they also take responsibility for their safety, e.g. following instructions from signs provided, such as not walking across a wet floor where a sign has been displayed.

Everyone has responsibility for maintaining health and safety.

The main factors that influence health and safety in a hair and or beauty salon include:

- Environmental factors – conditions in the workplace and working area, for example the working temperature, ventilation and noise
- Occupational factors – the potential risk of certain illnesses due to the services or treatments being offered, for example asthma from exposure to certain hairdressing or beauty products
- Human factors – how people can contribute to accidents due to inappropriate or poor behavior, carelessness, error or haste

The main guiding principles include:

- The health, safety and welfare of all people should be maintained at all times and all organizations should operate within policy guidelines.
- Hazardous chemicals or substances should be handled and stored securely and risk of emission should be controlled.
- People should be protected against any risks that may occur as a result of activities in the workplace.
- The work place should provide clean and hygienic facilities, including the availability of drinking water, changing areas and toilets, first aid rooms in larger organizations
- Appropriate equipment should be provided for use and adequately maintained.
- The appointment of qualified staff to provide supervision and instruction (as appropriate) and the provision of additional training, as required, e.g. first aid and health and safety.
- Adequate insurance to cover accidents, e.g. employer and public liability

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- The provision of reporting and recording mechanisms, e.g. accident books
- Regular review and evaluation of all healthy and safety policies and procedures to ensure they are current, valid and reliable.

Employers must	Employees must
<ul style="list-style-type: none"> • Provide and maintain safe working environment. • Provide adequate welfare facilities. Provide safe systems of work. • Provide information, training and supervision. • Ensure the safe handling, storage and movement of goods and materials. Provide and maintain safe equipment. 	<ul style="list-style-type: none"> • Act responsibly and not endanger self or others by an individual's actions. • Co-operate with an employer to fulfil duties. • Not misuse anything provided in the interests of health and safety. • Report all accidents, incidents and unsafe conditions of practice.
For example:	For example:
<ul style="list-style-type: none"> • Providing a training session specifically dealing with the salon's policies and reporting on sickness and general welfare, handling and storage of equipment • Providing training sessions for hairdressing and/or beauty therapy to develop skills and product knowledge • Providing a salon uniform. • Providing training on professional conduct and how to greet clients and answer telephone calls 	<ul style="list-style-type: none"> • Mandatory attendance at training sessions. • Ensuring they present a professional image. • Ensuring their conduct is professional and aligns with salon guidance. • Reporting verbally or in writing to manager, supervisor or salon owner any accidents or incidents, however minor, that may occur

Self-Check

Part I Matching

A

1. Types of scissors
2. Remove unwanted hair
3. Health and safety procedures
4. Salon maintenance procedures
5. Hair Removal Method

B

- a. a set of standardized actions
- b. you minimize germs, bacteria and infection in your working environment
- c. Hair Clippers
- d. It's common on the upper lip, chin, cheeks, back, legs, fingers, feet, and toes
- e. Shaving, Plucking, Depilatory Creams, Hot Waxing, Threading, Laser Hair Removal, Electrolysis, Galvanic

Part II: short answer

Instruction: - Write short answer for the given question, you are provided 3 minute each question and answer and each point has 5 point

1. What are Medications for Unwanted Hair?
2. Explain health and safety procedure
3. List types of hair scissors
4. Define Safety Procedures

Unit Two: Professional appearance

This learning unit is developed to provide the trainees the necessary information regarding the following content coverage and topics:

- Maintain proper posture
- Foot wear
- Maintenance of client chair
- Incidents and accidents
- Team work communication
- Maintain and organize work area
- Prepare service area and Adjust items

This unit will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Maintain proper posture
- Use of foot wear
- Maintenance of client chair
- Identify Incidents and accidents
- Know Team work communication
- Prepare Maintain and organize work area
- Prepare service area and Adjust items

2.1 Maintain proper posture

Stand in comfortable up right with shoulder relaxed hand up and weight balanced between two feet if stylist is struggling to get their body too corporate and stand in a more ergonomic position, try working with physical therapist.

- Control your movement
- Distribute the weight on your feet
- Straight back
- Use scissors properly
- Moving heavy loads safely
- Use a trolley.
- Work with someone to carry the load
- Reducing the time spent doing more tasks
- Bending your knees when lifting and use your leg muscles (correct lifting techniques)

Remember, it is always a good time to know the correct position of your body more comfortable and healthier Professional career.

2.2 Foot wear

Footwear refers to garments worn on the feet, which typically serves the purpose of protection against adversities of the environment such as wear from ground textures and temperature.

Footwear in the manner of shoes therefore primarily serves the purpose to ease locomotion and prevent injuries. Footwear can also be used for fashion and adornment as well as to indicate the status or rank of the person within a social structure. Socks and other hosiery are typically worn additionally between the feet and other footwear for further comfort and relief. Cultures have different customs regarding footwear.

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Closed in Footwear and Suitable Clothing

Hairdressers, because of the nature of the work, like to dress and look as fashionable as possible, including their footwear. Some modern styled shoes are open toed and while they may look fashionable are not safe. Workplace, Health and Safety legislation requires hairdressers to wear posture supportive, closed toe footwear. These shoes must be worn at all times when performing a service on clients to ensure that sharp objects such as scissors, if dropped, do not pierce the operator's skin or chemicals and hair particles do not spilt onto the skin.



Fig1 uses footwear

Choosing Proper Footwear

In times of newer technology, specialized equipment is rearing up in every facet of life. Sports, recreation, work, cars, the house, and just about everywhere else you can imagine. The issue of footwear is no different. For most people, walking and standing are taken for granted-until pain creeps in.

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What is the function of

Proper footwear, whether used

recreation, or just everyday use has a very important function.

footwear?

for work,

1. Provide protection
2. Provide stability
3. Provide shock absorption

Protective shoes are available to guard against crushing injuries, cuts, scrapes and general safety concerns. Stability from your footwear is vital, as the foot acts as the foundation for the whole body. Problems with improper movement in the foot can cause problems leading up to the ankle, knee, hip, pelvis and spine. Shock absorption is key to decrease stresses on the leg and soften the weight bearing surface. The overall goal of proper footwear is to allow the foot to properly adapt to uneven terrain with good stability while still being able to absorb shock.

2.3 Maintenance of client chair

The styling chair is the centerpiece of your salon. Styling chairs get the most daily use on regular business days and require you to take good care of them. With proper care and maintenance of styling chairs, they will stay strong for years to come in your business.

Customers will always look forward to sitting down in your well-maintained chairs for their hair styling. Proper Care and Maintenance of Styling Chairs

Keep It Clean

A chair remains clean during a styling session, accidents do happen. After each client, clean and sanitize the chair—which you should always do, but this is especially necessary during the pandemic. Cleaning your chair after each client will allow you to check for stains and spills you didn't notice earlier or leftover hair. What you clean your chair with will depend on what material it's made of, so be careful to not use harsh, damaging cleaning techniques on more fragile material like leather.

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Check the Hydraulics

Your styling chair relies on a hydraulic pump to keep customers properly elevated. If this part isn't correctly cared for, the whole styling chair becomes no more than just a chair. Make sure that the parts stay lubricated by pumping it all the way up and letting it come down at least once a day. You may not regularly use every height that the chair offers, but you still don't want it sticking shut.

Another way to take it easy on your hydraulic pumps is to lower the chair after every client. Only raise the chair once the client is in it; don't make clients step on the footrest to get into the chair, as it causes unnecessary pressure on the hydraulic pump.

Salon Equipment Center's salon and barber chairs all use Japanese-engineered hydraulic pumps, which offer higher quality than cheaper alternatives offered on other sites.

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Regularly Look for Damage

The sooner you spot damage to your styling chair, the quicker it can get fixed. Leaving damage on your chair, however small, will only cause it to worsen as it goes unfixed. See if the damage is covered in your chair's warranty before either trying to fix it yourself or hiring someone to. If you don't have to pay for damaged chair repair, it saves you precious money. Even if you otherwise take proper care and maintenance of styling chairs, unforeseen damage can ruin the Effort you've put into extending a chair's lifespan. Not to mention, damage can cause discomfort when sitting in the chair.

2.4 Incidents and accidents

- **Incidents**-means an occurrence of action or situation that is a unit of experience happening an accompanying miner. Occurrence or condition in action likely to lead to grave concrescence especially in diplomatic matter.
- **Accidents**-means an unfortunate incident that happens unexpectedly and untint emotionally typically Resulting in damage or injury

Common Accidents in the Salon

- There is a range of things that can pose a risk to any visitors at the time in a salon, whether it is a; hair salon, nail salon etc., the chances of an accident are high. It is always the occupier's responsibility to ensure the safety of all visitors, is they fail to do so, a range of accidents can occur, including:
- Slips, trips and falls can occur often in a salon. Substances such as varnishes and hair products can spill leading to slips. Wires can also pose a risk of tripping in the salon. It is the occupier's responsibility to ensure the safety of all visitors and warn of any hazards if they cannot be avoided.
- Falling objects, such as decorations in a salon should be correctly secured and in the safest possible way to avoid the risk of falling.

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- Electric shocks are very likely to occur in a salon, any wiring should be secured correctly, and any machinery should be kept to a high and safe standard to avoid risks of electric shocks to the visitors. It is also important that staff is correctly trained, especially where they are in an environment with water and electronics present. We advise that these are just some common examples of accidents that can occur in salon, if you have experienced injury due to any sort of accident in a salon, we highly advise that you contact one of our experienced solicitors at Solicitors on Your Side.

2.5 Team work communication

Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.

- Work Team
 - Generates positive synergy through coordinated effort.
 - The individual efforts result in a performance that is greater than the sum of the individual inputs

Why Have Teams Become So Popular?

- Great way to use employee talents
- Teams are more flexible and responsive to changes in the environment
- Can quickly assemble, deploy, refocus, and disband
- Facilitate employee involvement
- Increase employee participation in decision making
- Democratize an organization and increase motivation

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- *Note: teams are not ALWAYS effective*

Creating Effective Teams: Process

- Commitment to a Common Purpose
 - Create a common purpose that provides direction
 - Have reflexivity: willing to adjust plan if necessary
- Establishment of Specific Team Goals
 - Must be specific, measurable, realistic, and challenging
- Team Efficacy
 - Team believes in its ability to succeed (individual ability + interpersonal skills)
- Mental Models
 - Have an accurate and common mental map of how the work gets done
- A Managed Level of Conflict
 - Task conflicts are helpful; interpersonal conflicts are not
- Minimized Social Loafing
 - Team holds itself accountable both individually and as a team

Creating Effective Teams: Work Design

- Freedom and Autonomy
 - Ability to work independently
- Skill Variety
 - Ability to use different skills and talents
- Task Identity

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- Ability to complete a whole and identifiable task or product
- Task Significance
 - Working on a task or project that has a substantial impact on others



Fig.1 Example of team work and communications

Communication is a vital aspect of almost every organizational activity. To be effective, communication should be relevant, timely and focused on the achievement of team and organizational goals. It is important to realize that keeping people informed is crucial for building a high performing team. Understanding what needs to be communicated, and to who, is a key requirement of any effective team communication plan. The method used for transmitting messages is also important. Although technological means such as e-mail, SMS and intranet bulletin boards can be helpful, they are not always the best solution. Considering the needs of employees are important. Those in medium to large enterprises have consistently shown they prefer face-to-face communication via their direct supervisor to any other method. This Skill Builder focuses on the key issues regarding communication, and looks at the steps you can take to develop an effective team communication plan.

Team Communication

When communication takes place between two people, information flows backwards and forward through the process of speaking and listening: Data is transmitted by the sender to the other person, or receiver.

In order to clarify or respond to the message, the receiver will transmit data back to the sender and the information flows backwards and forwards until both parties have finished. In teams and organizations, this process becomes more involved as it is no longer just one person transmitting a message to another, but potentially one or more to many. In these more complex environments, communication actually flows three ways.

These are:

1. Communication flows up the organization Information is directed from a lower level of the organization to a higher one. An example would be when an employee lets their boss know about something.
2. Communication flows down the organization this is information that is passed down from a higher level, such as when management informs frontline staff about a directive.
3. Communication flows across the organization for this communication flow, information can come from any level in the organization, but is most likely to be passed across the organization to others at the same level. A common example of this would be “the grapevine”. This is obviously far less formal than the first two communication flows, and is often regarded as the easiest and fastest way to obtain information – or disperse it. Teams need to recognize all three directional flows of information in their organization, so they can understand how to successfully design future communication strategies to suit a range of different situations.

Team communication

Effective communication requires negotiation, skill and practice by everyone involved. In particular, effective communication requires the initiator to carefully consider the position of the other parties (or receivers), including their existing knowledge, needs and interests. For employees in teams and across organizations, effective communication is vital to a sense of belonging and will also impact on their personal commitment. Employees who have a sense of what the organization is about, where it is going and how it plans to get there are likely to feel that the enterprise is interested in them and will consequently be more interested in actively contributing.

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Effective team communication begins

by

identifying:

- The need: what is the purpose of the communication?
- The message: what is the content of the message?
- The audience: who does it need to be communicated to? If communication has no clear purpose or objective, it will be unproductive and ineffective. Team communication is ideally focused on the attainment of long or short-range objectives. An effective communication process will raise employee awareness of what the team – and wider organization – is about, what it is trying to do and why, how it plans to achieve its targets and how it is progressing. An ideal starting point is to identify the ultimate objective or mission statement of the organization. This objective will have been broken into smaller goals: logically ordered stepping-stones. It is also important to identify issues that affect the achievement of these goals. The focus should be on important issues team members need to be aware of, such as competitor activity, technological change or outstanding performance. Objectives must be precise. A good way to ensure this is to use SMART principles – Specific, Measurable; Action-oriented, Realistic and Time-framed. This helps ensure that objectives serve as effective goal posts rather than being unclear statements with little practical meaning.

Elements of a Communication Plan

Feedback requires an open atmosphere in which contributors are encouraged to provide constructive evaluation of good and bad features of the communication content, and suggestions for improvement. As with all upward communication, remembering that not everyone you communicate with will be a peer or a subordinate, feedback requires listening and then action. If team members don't believe that their contributions will be accepted and acted upon, they won't bother contributing. Gathering feedback is not a tactic to be used in just one session. It is a valuable feature of any good communication system. As such, a good communicator will remove barriers and make sure that messages are transferred as effectively as possible by listening to suggestions about where improvements can be made and taking action on them.

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2.6 Maintain and organize work area

A clean workspace gives you a clear mind, as clutter causes fatigue. So not only will you be more productive when your workspace is clean, but you'll also produce better work.

- Put a trash can nearby where you can reach it
- Stop eating at your desk
- Throw garbage out immediately
- Organize your drawers
- Clean your desk at the end of every day
- Stop stockpiling supplies
- Make major cleaning a recurring to-do item

2.7 Service area and Adjust items

Salon Service means any practice carried out in a salon that includes, cutting, shaping, polishing, or otherwise enhancing the appearance of the nails of the hands or feet, manicuring, pedicuring, callus removal and other skin treatment, waxing, and eyebrow threading and etc. .

Salon Service means any one or more or a combination of the practices or services generally and usually performed by a person rendering service in the hairdressing, cosmetology or beauty service industry including any massage, body piercing and tattooing service.

Safe Practices Handling and Using Tools and Equipment

Scissors

- Pass scissors with the finger grips pointed towards the other person
- Wiper blades away from your body when cleaning
- Do not drop scissors



- Ensure scissors are sharp and not chipped or unaligned

Razor

- Do not run fingers or hands down the blade
- Pass to another person with the protective shield closed
- Ensure blade is not chipped or blunt before using on a client
- Ensure new unused disposable blade are used for every client

Blow dryers

- Cord not wrapped too tightly causing tension on connection
- Not immersed or placed too closely to water
- Back vent kept clean, free of fluff or obstructions and securely attached

Clippers

- Blades correctly aligned and regularly cleaned, oiled and regularly sharpened
- Cord not wrapped too tightly causing tension on the connection
- Not immersed or placed too close to water

Straightening Irons

- Plates regularly wiped and kept clean and free of build-up
- Cord not wrapped too tightly causing tension on connection
- Not immersed or placed too closely to water

Remove hazards and incidents in workplace area

Risk assessment is the process of deciding the severity of a risk associated with a hazard and the priority that must be given to minimizing the risk, depending on the probability of an accident. Employers and employees must work together to manage risks.

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Self-check-2

Part I True False

Directions: Answer all the questions listed below.

Part -1 If the statement is correct say true whereas the statement is incorrect Say False

1. Maintain proper posture is control your movement.
2. Foot war used to prevent injuries and for fashion.
3. Any practiced carried out in a salon including, cutting shaping, polishing nail, etc. are called salon service.
4. Proper care and maintenance of styling chairs are important

Part II short Answers

Instruction: - Write short answer for the following question

1. Explain incidents and accidents in hair dressing industry.
2. List common accidents in the beauty salon.
3. Define Team work.
4. What the importance is of maintain and organize work area.
5. List safe practice handling and using tools and equipment.
6. List Common Accidents in the Salon
7. What the uses of foot wear

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