## WORK HEALTH AND SAFETY POLICY

(Clinic name) is committed to providing a safe and healthy environment for all workers and guests.

 It is the policy of (Clinic name) to make every reasonable effort to prevent accidents, protect workers from injury, and promote the health, safety and welfare of everyone in the salon.

(Clinic name) will make available appropriate resources to ensure that it complies in all respects with *“Enter your state or territory”* Work Health and Safety Act.

Relevant Australian Standards and Codes of Practices will be used to ensure the highest standard of Safety is maintained throughout (Clinic name).

 (Clinic name) is committed to consulting workers, with regards to all aspects of Work Health and Safety; this includes the development, implementation and review of policies and procedures.

All workers are to be involved in all areas of safety management, including contribution to the identification, assessment and control of hazards, adherence to the safety rules, working responsibly and efficiently, and observance of safety signs and operating procedures.

(Clinic name) is committed to investigating all workplace injuries and near misses. A strategy will be implemented for assessment and control in order to prevent repeat injuries or incidents.

### Induction And Training Policy

A requirement of (Clinic name) is that all workers are to be formally inducted before commencing work. No persons are permitted to work unsupervised at the (Clinic name) premises unless they have completed the formal induction training and have signed the appropriate documents.

It is the responsibility of management to ensure that the induction procedures are periodically reviewed to ensure that they are up to date and relevant to the current workplace procedures.

(Clinic name) shall ensure that all persons are trained and competent in the use of any chemicals, tools and equipment that they are required to use while in the employment of (Clinic name).

Workers are required to notify Managementas soon as possible if they have any of their qualifications, licenses or insurances disqualified for any reason.

### Hygiene

*Each state and territory have its own Health and Hygiene regulations*

(Clinic name) Is committed to providing a safe and hygienic environment for all staff, guests and visitors.

### PPE (Personal Protect Equipment)

PPE is supplied by (Clinic name) for all staff to be worn when mixing and performing chemical services on guests. This includes Gloves, Goggles and Aprons.

Please inform Management if supplies need to be replenished.

Closed in shoes should be worn at all times in the salon.

In the event of an accident, our company will only be accountable if you were wearing the correct PPE.

Please inform management if you have an allergy to any specific PPE equipment (e.g. silicon gloves) so that an alternative can be provided.

### Infection Control

It is our duty of care to implement infection control procedures during salon services to prevent cross-contamination.

All product instructions should be followed when using chemicals. This includes cleaning, first aid and client services.

Hands should be washed thoroughly:

* Before any contact with a client
* After contact with a client
* Before eating and after eating
* After going to the toilet
* After using a tissue or handkerchief
* After handling waste
* If skin comes in contact with blood or body fluids
* After smoking
* After using gloves of any kind

Work areas such as benches, basins and chairs are to be wiped down with hospital grade disinfectant between clients.

Any treatment products that are not a “one-off” product must be decanted into a single-use container and used specifically for that client (no double-dipping). The container then washed using hot soapy water, dried and ready for the next treatment.

All tools that are used on Guests (that can be immersed in water) are to be de-haired, thoroughly cleaned with hot soapy water, rinsed and then submerged in hospital grade disinfectant (follow Manufacturer’s instructions for submersion times) and dried to complete the infection control procedure.

\*Do not mix detergent or disinfectant solutions, because they may react with each other and reduce their effectiveness or cause harm. Always follow the manufacturer’s instructions.

Items that cannot be immersed in water should be wiped with a lint-free cloth and a minimum of 70 per cent ethyl alcohol solution to chemically disinfect.

Clean towels, headbands, sheets etc. are to be used on each client and should be washed in hot water that is 70- 80 degrees Celsius with laundry detergent.

*“Insert salons specific Hygiene requirements if using disposable Capes and gowns”*

Disposable sharps such as razors are to be placed in the ‘Sharps Container’ Provided. Please inform Management if this needs to be emptied.

If you cut yourself or have broken or non-intact skin it must be kept covered.

Cuts should be swabbed with disinfectant and covered with a waterproof dressing. Any open cuts must be covered with a clean dressing at all times.

If you have broken skin on your hands, gloves are to be worn during all salon services.

### Safe Use and Storage of Hair and Beauty Products.

Safety Data Sheets (SDS) contain critical information about the chemicals that are used in a salon.

They are provided by each product company and are stored “insert location”

They contain information on:

* The Hazards of the chemical and how to handle it safely, including storage and disposal.
* Physical and chemical properties of the chemical, as well as potential health and emergency response measures.
* Environmental effects of the chemical.

If you notice that an SDS sheet is out of date or missing please inform management so that they can organize a replacement with the relevant product company.

\* Manufacturer's product instructions must be followed at all times to avoid workplace accident and injury.

### Emergency Management/Emergency Evacuation Policy

The designated safety warden of (Clinic name) is “Insert Name” or Management is responsible for ensuring that all Staff and Guests are evacuated and directed to the correct meeting point in such cases as a fire, gas leak, chemical spill or an act of nature (storm, flood, wind). Their directions are to be followed at all times.

“*Salon Name”* is committed to an Emergency Plan, which outlines the procedures to be followed in the event of an emergency. “*Insert salons plan. This should include, emergency procedures, location of the emergency evacuation area, emergency contact phone numbers, and the roles and responsibilities of the safety warden and workers.”*

### Safety Procedures

If you become aware of water or spills on the floor, please clean up immediately and place the “Wet Floor” sign where the spill occurred.

All wet areas are to be kept clean and tidy. Electrical cords are not permitted in these area’s and any leakages reported to management.

Take common-sense precautions when making tea & coffee using hot water

A first aid kit has been placed *“Location”.* This kit is not to be removed, or taken out of the premises. If anything needs replacing please report to management.

Close cupboards, drawers and doors to avoid injury.

It is your responsibility to report any electrical faults or potentially unsafe work practices to management.

Hot tools should be turned on as they are needed and placed on a heat protectant mat to avoid burning work surfaces. Once the tools are no longer required, they are to be switched off and allowed to cool before being placed “Insert designated location”

Any injuries or accidents must be immediately reported to management

### Risk Management Policy

(Clinic name) has an obligation under the Work Health and Safety Act to protect people against the risk to health and safety arising from work activities.

(Clinic name) is committed to a three-step process to Risk Management.

1. Hazard Identification: - identifying the problem
2. Risk Assessment: - determining how serious a problem is
3. Risk Elimination or Control: - deciding what needs to be done to solve the problem using the hierarchy of controls

(Clinic name) is committed to conducting regular Risk Assessments in the workplace to identify any potential Hazards.

Workplace Inspections will be carried out regularly to ensure a suitable standard of housekeeping, hazard identification and emergency preparedness maintained.

### Risk Assessment

Risk assessments are to be carried out weekly by designated members of staff and forwarded onto management.

Once a hazard has been identified, (Clinic name) will assess the risk, the probability of an incident occurring and the likely outcome resulting from that incident.

(Clinic name) will ensure that all hazards are eliminated or controlled to a satisfactory standard.

Identifying and reporting risks is the responsibility of all staff.

### Injury Management Policy

Under work health and safety and workers compensation legislation, an employer is required to establish a workplace return to work program.

Work rehabilitation aims to provide an early and safe return to work for workers suffering from work-related injury or illness by using the workplace itself as a vital part of the rehabilitation process. Our workplace insurer is *“Name of the insurer”.*

(Clinic name) is committed to the prevention of illness and injury by providing a safe and healthy working environment

(Clinic name) is committed to the rehabilitation of injured workers. (Clinic name) aims to manage the process of rehabilitation in the workplace to ensure that all injured workers have the opportunity to recover and return to work by:

* Providing full support throughout the rehabilitation process to minimise the effects of the injury and will ensure that an early return to work is a normal practice and expectation
* Providing suitable duties for an injured worker as an integral part of the rehabilitation process
* Consulting with workers to ensure that the rehabilitation program operates smoothly and effectively
* Informing workers of their rights concerning a Workers Compensation claim including the choice of doctor and accredited rehabilitation provider
* Ensuring that participation in a rehabilitation program will not of itself prejudice an injured worker
* Ensuring no dismissal within six months of injury, solely or principally because of that injury
* Advising workers that participation in rehabilitation is voluntary but non-participation may result in reduced weekly benefits

This Policy is to be read in conjunction with the Return-To-Work Program.

### Drug And Alcohol Policy

(Clinic name) is committed to providing and maintaining a safe working environment, this environment is to be drug and alcohol-free.

Workers, guests, and/or visitors shall not possess, consume or be under the influence or effects of illegal drugs or alcohol whilst at work.

### Smoking Policy

(Clinic name) is committed to the provision of a safe and healthy workplace, in the interest of good health and a safe working environment, all buildings, offices and (Clinic name) vvehicles shall be designated as smoke-free areas at all times.

Failure to comply with this policy will result in disciplinary action taken.

### “*Salon Name”* Vehicle Policy

(Clinic name) vehicles are provided for (Clinic name) business use only. Any persons using these vehicles must have the appropriate and current licence for that vehicle.

 (Clinic name) vehicles are not to be used without permission from management.

Additional passengers are not to accompany you whilst driving (Clinic name) vehicles without consent from management.

 (Clinic name) vehicles must not be driven under the influence of drugs or alcohol.

Normal road rules apply and you are responsible for your fines and penalties as a result of any parking or traffic infringements.

Any accidents must be reported immediately to management, you will be required to cooperate with an accident investigation to assess the cause of the accident.

Workers using their vehicle on (Clinic name) business must adhere to the same restrictions as above in regards to passengers, driving under the influence of road rules and holding a current driver’s license.

You are required to ensure that the vehicle is adequately maintained, roadworthy, registered and appropriately insured.