



**I. COURSE DESCRIPTION:**

**This course will establish safe working practices by utilizing and performing sanitation procedures in accordance with health regulations and legislation.**

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

**1. Describe the characteristics and classifications of bacteria and viruses to protect self and others in the workplace.**Potential Elements of the Performance:

- Define bacteria
  
- Distinguish between pathogenic and non-pathogenic types of bacteria
  
- Distinguish the three types of infectious micro-organisms
- Distinguish the active and inactive (spore-forming) stages of bacteria growth and reproduction
- Distinguish between bacterial infections and viruses
- Differentiate the ways that different bacteria spread
- Distinguish parasites from one another

**2. Implement methods of sanitation, disinfection, infection control and materials disposal to maintain a safe, organized and sanitary workplace.**Potential Elements of the Performance:**Describe and distinguish the three steps of decontamination: sanitation, disinfection and sterilization for:**

- salon and work space surfaces
- salon implements such as scissors, combs
- multi use items such as towels, capes
- electrical equipment such as hair clippers, dryers Apply strategies for decontamination using protective and specialized equipment according to regulation, including:

- PPE (personal protective equipment)
- high-pressure steam
- autoclaves
- chemical products

**Describe and apply methods of disposal for:**

- disposable items such as: neck strips, cotton, paper towels anything containing blood
  - blades used in razors or any other sharp implement
  - items used for protection of self, such as gloves
- Use decontamination products following manufacturer's recommendations, including:
  - disinfectants (antiseptics) such as Quats, phenolics, alcohol, bleach, fumigants
  - mixing procedures
  - safe storage

**3. Identify and assess emergency situations and apply safety equipment for the protection of self and others.**

**Potential Elements of the Performance:**

- Recognize an emergency situation in a salon
- Assess an emergency situation
- Describe strategies that can be implemented in an emergency situation following workplace/legal policies, using WHMIS, MSDS and OSHA guidelines
- Describe the safety equipment used for emergency situations as well as: location and emergency contact numbers

**4. Assess and demonstrate the fundamentals of electrical safety within the workplace.**

Potential Elements of the Performance:

- Describe the fundamentals of electrical safety within the salon, including:
  - voltage, amperage, wattage, resistance

- Apply electrical safety within the salon, including:
- use of blow dryers, curling irons, flat irons, hood dryers and other electric tools and equipment used for hair services
  
- Inspect and maintain electrical equipment, including:
  - o cords
  - o electrical outlets
  - o switches
  - o filters
  - o equipment and tool holders
  - o safe storage

5. **Assess and demonstrate the fundamentals of electrical safety within the workplace.**

Potential Elements of the Performance:

Present a professional outward appearance by adhering to personal grooming habits, including:

- daily cleansing of hair, nails, skin and body
- laundered clothes
- use of deodorants and other personal grooming products

Recognize factors that impact health and well-being, such as:

- nutrition
- stress
- sleep
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Demonstrate a positive attitude to remain motivated and to stimulate a healthy mind for learning and success

6. **Maintain effective body posture and positioning during service.**

Potential Elements of the Performance:

- Practice posture and ergonomics when administering services, to reinforce a healthy body

- Recognize ergonomically correct cutting positions
- Adapt holding and use of tools and implements to avoid muscle stress
- Practice effective and ergonomically correct body positioning

7. Operate and maintain equipment in accordance with manufacturer's specifications.

Potential Elements of the Performance:

- Demonstrate safe use of equipment according to safety standards and regulations
- Identify and demonstrate maintenance of tools and equipment including:
  - Cutting tools
  - Styling tools
  - Electric tools
- Identify and arrange maintenance of major tools including:
  - Hood dryers
  - Hydraulic chairs and Sinks
- Maintain office equipment including replacing components such as:
  - Paper, Ink Cartridge, Tape

### **III. TOPICS:**

1. Bacteriology
2. Personal Hygiene
3. Ergonomics
4. Basics of Electricity
5. Office equipment and maintenance
6. Tools and maintenance

### **IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

1. Milady textbook and workbooks
2. Pivot Point Text and Study Guide
3. Ontario Health and Safety Act
4. Municipal Standards

## V. EVALUATION PROCESS/GRADING SYSTEM:

### Theory Evaluation

Theory	70%
Assignments/Attendance	30%

### Practical Evaluation

Practical Application	70%
Professionalism/Attendance	30%

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

## VI. SPECIAL NOTES:

### Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. All missed hours in this course must be made up prior to the completion of this semester.

It is departmental policy that no late arrivals will be admitted to class once the door has been closed for tests, quizzes and exams.

***It is the departmental policy that every hour missed in theory or salon it is the responsibility of that student to meet with the coordinator with a prepared plan that will enable you to make up the hours required in their entirety prior to the end of each semester to allow you to move forward to the next semester.***

## VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located in D2L and on the portal form part of this course outline.