

SHBBBOS006 Provide superficial lymph massage treatments

Assessment Task 3: Project- Salon Policies & Procedures

Instructions

This assessment task requires you to access the salon policies and procedures and MSDS document (located in the LMS), and conduct independent research into Workplace Health and Safety (WHS) requirements for performing superficial lymph massage treatments in a salon environment. You should develop a word-processed document which addresses the criteria below.

If you are working in a salon environment, you can refer to the workplace salon policies and procedures document for your salon if you wish. If you are not working in a salon, you should contextualise the document and protocols to your salon training environment.

This Assessment Task is in three (3) parts:

1. Salon procedures for client record management, information & incident reporting

Prepare a document which outlines the following information, (you may choose to use the following points as headings to present this information):

a) Collecting client information

Identify the process of recording client information- when should this occur, and how often does this information get updated?

b) Storage of client information

To protect client information, how is information stored and accessed?

c) Use of client software

Provide an example of client software used in the salon to update client notes and record retail purchases and items. How can this software be beneficial for the salon?

d) Incident reporting

For any accidents, injuries and or client complaints within the salon outline the process of what information to collect, whom would be involved and how to report the incident.

e) Online publications and resources

Identify two (2) websites/online publications in which you could build your knowledge and professional development for the superficial lymph massage treatment

2. Material Safety Data Sheet (MSDS) usage

Prepare a document in which you research and identify manufacturer instructions and Material Safety Data Sheets (MSDS) for one (1) cleaning product used within the salon, prior to or after performing the superficial lymph massage. Examples of this can include: disinfectant, surface sprays etc.

For the chosen cleaning product, you must identify the following from the MSDS sheet:

a) Product name

b) Purpose of the product

c) Correct usage and handling

d) Disposal methods

3. Salon policies

Prepare a document in which you identify the following Salon policies:

- Work Health and Safety (WHS) procedures

Identify the purpose of WHS meetings, the ideal frequency of these meetings and the correct maintenance of equipment used for the superficial lymph massage treatment

- Salon insurance

Research and identify two (2) insurance options for the salon for providing superficial lymph massage treatments

- Hygiene and presentation

Identify the procedures for linen use and cleaning (including frequency of laundry and number of towels used for the lymph massage treatment), and how the treatment area and therapist should be presented (identify personal hygiene and set-up of the room)

Context of assessment

This assessment task may be completed unsupervised in a classroom or independent learning environment.

This assessment must be submitted online in the Learning Management System, unless reasonable adjustments are approved by the Head of Education.

Decision-making rules

To achieve a satisfactory result, you must:

Submit one document which answers all tasks and activities to an acceptable industry standard.