

Specification of Competency Standards of the Beauty and Hairdressing Industry

Unit of Competency

Functional Area: Operational Management

Title	Formulate Procedures and Requirements for Managing the Environmental Hygiene of the Business Locations
Code	105431L4
Range	This unit of competency (UoC) is applicable in hairdressing business locations. It involves careful thinking, judgement, assessment and analysis. Practitioners should be able to analyze and review the operation and environmental hygiene of salons so as to formulate procedures and requirements for managing the environmental hygiene of the business locations.
Level	4
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge of environment hygiene management <ul style="list-style-type: none"> • Understand regulations and standards related to environmental hygiene of the hairdressing industry • Understand the knowledge and legal requirements for preventing infectious diseases • Understand the hygiene and sanitation issues related to the operation and services of the organization, such as: <ul style="list-style-type: none"> • Environmental hygiene of the business locations, including: water supply and drainage system, lighting system, cooling and heating systems, ventilation system, power supply system, anti-slip facilities, first aid equipment, etc. • Hygiene practices for hairdressing tools, equipment and materials • Personal hygiene, appearance and gear of the employee • Handling of contaminated objects (e.g. towels) and waste • Understand the benefits of constant standardization, organization, rectification and cleaning 2. Formulate procedures and requirements for managing the environmental hygiene of the business locations <ul style="list-style-type: none"> • Analyze the operation and service flow of the organization; take into consideration of the environment, equipment and staff to evaluate the possibility and seriousness of cross-infection in different activities • Formulate effective codes of cleaning and sanitation, working procedures and guidelines such as the environmental hygiene, equipment hygiene and employees' personal hygiene for the business locations, according to the hygienic standard requirements and cross-infection evaluation • Regularly monitor the execution of the hygienic procedures to ensure the thorough implementation • Formulate review procedures to fine-tune deviations and make improvements • Formulate reporting procedures and information recording system in order to provide data for double-check and evidence for the effectiveness of operation • Formulate emergency procedures e.g. assisting hygiene departments with the investigation, prevention and control should there be an infection case happen in the organization • Introduce to all staff the environmental hygiene management procedures and requirements of the organization 3. Exhibit professionalism <ul style="list-style-type: none"> • Comply with the requirements of relevant hygiene laws, and request employee to follow
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • Analyze and review the operation and environmental hygiene of the organization, formulate procedures and requirements for managing the environmental hygiene of the business locations in order to prevent infectious diseases from happening and transmitting.
Remark	