

SAFETY DATA SHEET

The Cosmetology/Nail business, like any other business, is subject to a variety of “risks” which can result in loss of money. This may be due to an injury to an employee, liability to a student, or destruction by fire or theft.

You should insure your business against these “risks”, but sometimes it’s not enough as professionals we need to take additional steps to cut the risks to a minimum:

1. The school administration considers the safety of students, employees and the public to be of paramount importance.
2. Unsafe conditions identified by an employee or student will be corrected and/or reported to the administration immediately.
3. Safety will not be sacrificed in the interest of saving time or money. Nothing is so urgent or important that we cannot work safely.
4. All applicable safety laws and regulations will be conscientiously observed.
5. Employees and students are responsible for safety and must exercise care and good judgment in preventing accidents.

*****IN CASE OF AN ACCIDENT**

Minor injury: Render First Aid.
Serious injury: Call 911 --DO NOT MOVE--

Fill out an accident report and contact your employer.

*****IN CASE OF A FIRE**

Minor fire: Use a fire extinguisher at the base of the fire, call 911
Major fire: Use emergency/evacuation procedure, call 911

***All staff is trained at Cadillac Institute of Cosmetology, on how to operate a fire extinguisher, and the evacuation plan used. The students are also shown how to use the fire extinguisher and given a fire drill the first day of classes during orientation.

PREVENTING INJURIES

Infection Control

1. Clean and sanitize all implements before and after use.
2. Avoid direct contact with blood from a cut or scratch.

Chemical Safety

1. Use written guidelines for applying chemicals.
2. Instructors monitor students during chemical applications.
3. Follow manufacturers directions
4. Perform patch and strand test when called for.
5. Clients should check with their physician before they receive some chemicals.
6. Advise diabetic clients to check with a podiatrist before any foot care.
7. Do not sell chemical products to clients if they state for “professional use only”.
8. Do not apply chemicals on scalp, face or other areas with sores or cuts.

Material Handling

1. Provide sturdy shelves and keep aisles clear.
2. Avoid lifting heavy cartons, use a cart instead.
3. Arrange supplies so that they are easily accessible.
4. When picking an object up, bend from the knees not the back.

Student Safety

1. Instructors should implement a “no horseplay” policy.
2. Get directions from your instructor before performing a new or advanced procedure.
3. Students are trained in first aid and fire safety.
4. Use protective equipment, ex. gloves and goggles.
5. Clean up spills immediately.
6. Students should walk their clients to the shampoo bowl to ensure their safety.

Child Safety:

1. Do not allow children to “horseplay” while they are waiting for parents.
2. Do not permit children to spin in chairs or tamper with equipment.
3. Provide booster seats anchored with safety straps.

FIRE PREVENTION AND LIFE SAFETY**Smoking**

1. Smoking is not permitted inside the building.
2. Store trash in metal containers with lids and remove daily.

Flammables/Combustibles

1. Keep combustible materials away from hot surfaces.
2. Store flammable liquids and aerosols in approved containers.
3. Use only non-flammable solvents for wig cleaning.
4. Use only wigs and hair pieces that are not highly combustible.

Fire Extinguishers

1. Provide portable extinguishers that are readily visible.
2. Service all extinguishers annually.
3. Do not hang towels, clothing or other objects on extinguishers.
4. Demonstrate to all employees, and students how to use.
5. Never use fire extinguishers for any other purpose, such as to prop a door open.

Emergency/Evacuation Plan

1. Develop a written emergency/evacuation plan and train all staff and students during orientation.
2. Display evacuation routes and review periodically with staff.
3. Mark all exits clearly and keep them accessible at all times.
4. Test fire alarms monthly and keep a log of results.
5. Post all emergency numbers by the telephone.
6. Immediately notify the fire department when a fire is detected or call 911.

BUILDING AND FACILITIES**Exterior**

1. Make daily inspections of sidewalks and building entrances.
2. Check the adequacy and holding strength of hand rails.
3. Remove snow & ice and apply de-icer to all outside entrances, include emergency exits.

Interior

1. Keep containers capped to prevent spills.
2. Immediately clean up spills, including water, shampoo, wax and other products.
3. Clean up hair clippings immediately.
4. Keep entrances dry and check regularly.
5. Keep walkways and work areas free from electrical cords and other hazards.
6. Arrange work stations so that operators have full access around the chair.
7. Do not block exits with portable fans.
8. Keep all counter-tops, overhead cabinets and work surfaces organized and free of clutter. Keep cabinet doors closed.

Equipment and Furnishings

1. Check all chairs and furnishings daily and keep them in good repair.
2. Remove broken furnishings or equipment from service and fix as soon as possible.
3. Inspect all furnishings and lockers for sharp edges that could cause cuts and scratches.

Electrical

1. Know the location of the circuit breaker box and keep free of obstructions.
2. Label all circuits clearly.
3. Have a licensed electrician evaluate electrical wiring to ensure that there is adequate power to support dryers and other electrical equipment.
4. Provide adequate grounded electrical outlets where needed.
5. Inspect outlets and electrical cords and maintain them.
6. Do not plug in electrical appliances where they could fall into a sink.
7. Use only UL listed electrical devices that are appropriate for professional use.
8. Provide dryers with automatic shut-off switches to prevent overheating.
9. Avoid the use of extension cords. Provide grounded electrical outlets.

SAFETY REQUIREMENTS

Cadillac Institute of Cosmetology's facilities and equipment comply with all local fire, building, health, ventilation, heating and safety requirements. Cadillac Institute of Cosmetology is equipped to keep all students safe while in attendance. Fire extinguishers are conveniently located, checked and every student and instructor is shown the correct way to use them. All electrical outlets are available to provide safe operation of all lab and classroom equipment.

Cadillac Institute of Cosmetology provides a restrooms with hot and cold running water and sanitary drinking facilities are also available. These facilities are maintained and kept in a sanitary condition.

On the first day of class all students are shown where to find the first aid supplies, evacuation procedures, all fire extinguishers and how to correctly use them. Our staff is fully aware of the location of the following: electrical box, circuit breakers and/or fuse box, first aid equipment, fire extinguishers and evacuation procedures and are aware of what to do in case of an emergency.