

The Art of Hair (2 Hours)

I. Life Skills

Ethics are the moral principles by which we live and work. In cosmetology, each state board sets the ethical standards for sanitation and safety that all professionals working in that state must follow. In the salon setting, ethics also entail the rolls you assume with your clients and fellow employees.

When your actions show that you are respectful, courteous, and helpful, you are behaving in an ethical manner. Here are five ways to show that you are an ethical person:

1. Provide skilled and competent services.
2. Be honest, courteous and sincere.
3. Never share what clients have told you privately with others
 - even your closest friend.
4. Participate in ongoing education and stay on track with new information, techniques, and skills.
5. Always give correct information to clients about treatments and any products that they may want to purchase.

Below is a list of different life skills you should try to master:

- A. Being genuinely caring and helpful to others.

- B. Successfully adapting to different situations
- C. Sticking to a goal and seeing the job to completion
- D. Being consistent with your work
- E. Developing a deep reservoir of common sense
- F. Making good friends
- G. Feeling good about yourself
- H. Maintaining a cooperative attitude
- I. Defining your own code of ethics and living within your definition
- J. Approaching all your work with a strong sense of responsibility
- K. Mastering techniques that will help you become more organized
- L. Having a sense of humor to bring you through difficult situations
- M. Acquiring patience, one of the greatest virtues
- N. Always striving for excellence
- O. Take ownership of YOUR Education

II. Goal Setting

Goal Setting helps you decide what you want out of your life. When you know what you want, you can draw a circle around your destination and decide the best way to get there. By mapping out your goal, you will see where you need to focus your attention, and what you need to learn in order to fulfill your dreams. There are two types of goals – long term and short

term. A short term goal would be to get through this exam. A long term goal would be measured in larger sections such as 5 or ten year accomplishments. Once you have organized your thinking around your goals and written them down in “short term” or “long term” columns, divide each set of goals into workable segments. In this way, reaching your goals will not seem out of sight or overwhelming. The important thing to remember about goal setting is to have a plan and re-examine it often to make sure that you are staying on track. Even after successful people have accumulated fame, fortune and respect, they still set goals for themselves. While they may adjust their goals and actions along the way, they never lose sight of the fact that their goals are what keep them going.

III. Time Management

Many experts have researched how to make time more manageable. One thing they all agree on is that each of us has an “inner organizer”. When we pay attention to our natural rhythms, we can learn how to manage our time most efficiently and reach our goals faster and with less frustration. Here are some tips from the experts:

- A. Prioritize Tasks
- B. Design your own time management system
- C. Don't take on more than you can handle
- D. Learn some problem solving techniques

- E. Give yourself free time to regroup
- F. Take notes of your thoughts and ideas
- G. Make schedules for your regular commitments
- H. Reward yourself for your good work
- I. Use to-do lists to prioritize tasks and activities
- J. Make time management a habit

Focus on yourself and your whole person. An individual's personality is the sum total of her or his inborn characteristics, attitudes, and behavioral traits. While you may not be able to alter most of your inborn characteristics, you can certainly work on your attitude. This is a process that continues throughout your life. In both your business and personal life, a pleasing attitude gains more associates, clients and friends. Your responsibility and ethical behavior extend to your communication with your customers and the other people with whom you work. Maintain your integrity by making sure your behavior and actions match.

IV. Professional Image

Because you are in the image business, how you look and present yourself has a big influence on whether you will be successful working in your chosen career path within the field of cosmetology. If you are talking style, then you need to look more stylish; if you are advising your client about

makeup, then your makeup must be current and beautifully applied. If you are recommending hand care services, it is critical that your hands and nails are well manicured. When your appearance and the way that you conduct yourself are in harmony with the beauty business, your chances of being successful in any area of cosmetology increase by as much as 100 percent! After all, when you look great, your clients will assume you can make them look great too.

Naturally in the line of work that you have chosen, an extremely important element of your image is having well-groomed hair, skin, and nails that serve as an advertisement for your commitment to professional beauty.

Make sure that you:

- A. Put thought into your appearance every day
- B. Keep your haircut and color in tip top shape
- C. Keep your skin well groomed
- D. Determine the best length and grooming for your nails and meticulously maintain their appearance
- E. Change your style frequently, or as often as you feel comfortable, to keep up with the trends.
- F. Good posture is a very important part of your physical presentation. It conveys an image of confidence. From a health standpoint, it can also prevent fatigue and many other physical problems. When you work within

the field of cosmetology, sitting improperly can put a great deal of stress on your neck, shoulders, back and legs. Having good posture, on the other hand, allows you to go through your day feeling good, and doing your best work. Each year hundreds of cosmetology professionals report musculoskeletal disorders, including carpal tunnel syndrome and back injuries. Beauty professionals expose their bodies to potential injury on a daily basis. Many have to stand or sit all day and hold their bodies in unnatural positions for long periods of time. They are susceptible to problems of the hands, wrists, shoulders, neck, back, feet and legs. If not attended to, these problems can become career threatening. Prevention is the key to alleviating these problems. An awareness of your body posture and movements, coupled with better work habits and proper tools and equipment, will enhance your health and comfort. If you work in an environment that has any physical discomfort built into it, as most places do, try to counter the problem by including regular stretching intervals to break up the repetitiveness of the motions you use. And, in every aspect of your work, always put your health first and then the task at hand. It will serve you well in the beauty business, and ensure a long, injury-free career.

V. Client Consultation

In order for your time to be well spent during the client consultation it is important for you to be prepared with certain important items on hand such as styling books and hair swatches. It's always a good idea to have a portfolio of your own work on hand also. Keep a camera at your station and take photos of whatever cuts, colors, perms, and other types of chemical or styling work you perform. A portfolio will help put new clients at ease about your abilities, and will help them decide what they want to have done. Once you have brought the client to your station to begin the consultation process, make sure she is comfortable. You and she are about to begin an important conversation that will clue you in to her needs and preferences. Your work area needs to be clean and uncluttered. Have your photos, magazine clippings, and other appropriate aids for the desired service available.

Every complete consultation needs to be structured in such a way that you cover all the key points that consistently lead to a successful conclusion. While this may seem like a lot of information to memorize, it will become second nature to you. To ensure that you always cover your bases, know the top 10 key points for a great consultation!

1. Review the intake form if you have clients fill those out and feel free to make comments to break the ice and get the consultation going

2. Assess your client's current style. Is it soft and unstructured? Carefully styled? Classic? Avant-garde? Is it in synch with her style of clothing and personal image?
3. Preference. Ask your client what she likes least and most about her current style. Is it too conservative? Does she love the fact that she only has to spend 10 minutes a day styling her hair? Was she happy with the style when it was first cut?
4. Analyze. Assess your client's thickness, texture, manageability, and condition. Is she particularly thin on top or at the temples? Check for strong hair growth patterns, including unruly cowlicks.
5. Lifestyle. Ask your client about her career and personal lifestyle. Does she spend a great deal of time outdoors? Does she swim every day? Is she a businesswoman? An artist? A stay-at-home Mom? Does she have a strong personal style that she wishes to project? What are her styling habits? How often does she shampoo her hair? How much time does she want to spend on her hair each day?
6. Show and Tell. Encourage her to flip through your style books and point out styles, or even parts of styles, that she likes and why. This is a good time to get as real grasp on whether she not only understands, but accepts the limitations of her hair. Listening to the client and then repeating in your own words, what you think the client is telling you is known as reflective

listening. Mastering this listening skill will help you to always be on target with your services, and to build a deep trust with your clients.

7. Suggest. Once you have enough information to make a valid style suggestion, go ahead – suggest. Base your suggestion on what information you have gathered from the following: Lifestyle, Hair Type, and Face and body shape. Never hesitate to suggest additional services to make her new haircut complete or better in some way.

8. Color. Unless she absolutely does not want to talk about color, color recommendations should be a part of every consultation service. Everyone can use a glossing treatment, have their hair color enriched, or add some highlights or low lights to make their hair even more attractive.

9. Upkeep. Counsel every client on the salon maintenance, lifestyle limitations and home maintenance that she will need to commit to in order to look her best.

10. Repeat. Reiterate everything that you have agreed upon. Make sure to speak in measured precise terms, and use visual terms to demonstrate the end result. This is the most critical step of the consultation process because it determines the ultimate service. Take your time and be thorough.

VI. Basics of Chemistry

The pH scale measures the acidity and alkalinity of a substance. pH stands for the potential of hydrogen in a substance. The pH scale has a range of 0-14. A pH of 7 indicates a neutral solution, a pH below 7 indicates an acidic solution, and a pH above 7 indicates an alkaline solution. Hair, skin and Nails have an average pH of 5. Although water is a neutral pH of 7 it is not neutral compared to the pH of hair. All acids owe their chemical reactivity to the hydrogen ion and have a pH below 7. Acids contract and harden the hair. Alkali's owe their reactivity to the hydroxide ion and their pH is above 7. Alkalis soften and swell the hair. There are many benefits for the client who takes advantage of the various salon services that use chemical products. While the use of chemical products has great benefits, always remember that there is a potential for injury as well. Your value as a salon professional depends on your ability to stay informed about new developments and products and how to use them effectively and safely.

VII. Principles of Hair Design

A good designer always sees the end result before beginning. A good example is when an architect designs a building: he first visualizes it completed in drawings, and then takes the necessary steps to create the design in a model. As a designer you will need to develop a visual understanding of which hairstyles work best on which face shapes and body

types. It takes time to train your eye to recognize the best design decision. Having a strong foundation in technique and skills will allow you to take calculated risks. It is important in this field to take those risks. You can keep growing by having your eyes and mind always open to learning. The five important principles in art and design are proportion, balance, rhythm, emphasis and harmony. These are also the basis of hair design. The better you understand these principles, the more confident you will feel about creating styles that are pleasing to the eye. A well chosen hairstyle could create the illusion of better proportion. A general guideline for “classic” proportion is that the hair should not be wider than the center of the shoulders, regardless of the body structure. Balance can be symmetrical or asymmetrical. Be sure your hairstyle is in complete symmetry. Rhythm is a regular pulsation or recurrent pattern of movement in a design. Emphasis in a design is what draws the eye first before traveling to the rest of the design. Harmony is the creation of unity in a design and is the most important of the art principles. When a hairstyle is harmonious, it has form with interesting lines, a pleasing color or combination of colors and textures, and a balance and rhythm that together strengthen the design.

VIII. Shampooing, Rinsing, Conditioning

There are many types of shampoos on the market today. As a professional cosmetologist you should become skilled at selecting shampoos that support the health of the hair, whether it is natural, color-treated, fine and limp, or coarse and wiry. Always read labels and accompanying literature carefully so that you can make an informed decision about the use of various shampoos. Careful attention to knowing your products will help you in recommending them as home care items for purchase by your clients. Understanding pH levels will help you select the proper shampoo for your client. A high pH shampoo can leave the hair dry, brittle, porous and can cause fading in color-treated hair. A slightly acidic shampoo more closely matches the ideal pH of hair. Shampoo products account for the most dollars spent in hair care products. Consumer studies show that the fastest growth items in the shampoo market are products that are retailed through professional salons. An acid balanced shampoo is balanced to the pH of the skin and hair. Acid balanced shampoos help to close the hair cuticle and are recommended for hair that has been color treated or lightened.

Conditioning or Moisturizing Shampoos are designed to make the hair smooth and shiny, avoid damage to chemically treated hair, and improve manageability of the hair.

Conditioners are special chemical agents applied to the hair to deposit protein or moisturizer, to help restore its strength and give it body, or to

protect it against possible breakage. Conditioners can also be too much of a good thing. Habitual use can lead to a buildup on the hair, making it heavy and oily. Conditioners affect the hair in different ways. The cuticle is made up of overlapping scales. A healthy cuticle lies down smoothly and reflects light, giving the appearance of shiny hair. Conditioners smooth the cuticle and coat the hair shaft to achieve the same effect.

IX. Haircutting

Good haircuts begin with an understanding of the shape of the head, referred to as the head shape or form. Hair responds differently on various areas of the head, depending on the length and the cutting technique used. Being aware of where the head form curves, turns, and changes will help you achieve the look that you and your client are seeking. Reference points on the head mark where the surface of the head changes, such as the ears, jaw line, occipital bone, or apex. These points are used to establish design lines. An understanding of head shape and reference points will help you in the following ways:

- A. Finding balance within the design, so that both sides of the haircut turn out the same.
- B. Ability to recreate the same haircut
- C. Showing where and when it is necessary to change technique to make up for irregularities in the head form.

D. The crown is the area between the apex and the back of the parietal ridge. The nape is the area at the back part of the neck and consists of the hair below the occipital bone. The bang (fringe) area is a triangular section that begins at the apex and ends at the front corners. Every haircut is made up of lines and angles. The two basic lines used in hair cutting are straight and curved. The head itself is made up of curved and straight lines. By cutting lines into the hair, the hair will fall into shape. For control during hair cutting, the hair is parted into sections. The cutting line is the angle at which the fingers are held when cutting the line that is cut creating the end shape. Over-direction is best understood comparing it to elevation. Whereas elevation is simply the degree that you lift a section away from the head, over-direction occurs when you comb the hair away from its natural falling position, rather than straight out from the head, toward a guideline.

There are several tools you will use for haircutting. Haircutting Shears, Texturizing Shears, Straight Razors or feather blades, Clippers, Trimmers, Sectioning Clips, Wide Tooth Comb, Tail Comb, Barber Comb and Styling or Cutting Combs. It is important to know how to properly use and disinfect each of these items in between clients. There are four basic haircuts which are the foundation for all haircuts: a blunt haircut, a graduated haircut, a layered cut and a long-layered cut. By using these four basic concepts, you

are able to create any haircut you want. Add a little texturizing, slide cutting, or scissors-over-comb, and you have advanced haircutting.

Advanced haircutting is simply learning the basics and then applying them in any combination to create unlimited shapes and effects.

X. Hairstyling

The art of hairstyling has always had a direct relation to the fashion, art and life of the times. Blow dry styling has revolutionized the hairstyling world.

Today, women desire hairstyles that require the least amount of time and effort to maintain. The selection of styling tools, techniques, and products must relate to the client's lifestyle. Styling products are also known as "liquid tools". They give a style more hold and can add shine and curl, or take curl away. When used correctly, they can greatly enhance a style. Be sure to analyze a client's hair and scalp to be sure it is healthy. In the case of scalp skin disease it is not the cosmetologists job to diagnose the condition but rather to advise the client to see a dermatologist. It is also important that the cosmetologist be able to recognize individual differences in hair texture, porosity, elasticity, and scalp flexibility. Guided by this information, the cosmetologist can then determine how much pressure the hair and scalp can handle without breakage, hair loss, or burning from a pressing comb that may not be adjusted to the correct temperature.

XI. Chemical Texture Services

Chemical Hair Texture services give you the ability to permanently change the hair's natural wave pattern, and offer your client a variety of styling options that would not be possible otherwise. Texture services can be used to curl straight hair, straighten overly curly hair, or to soften coarse, straight hair and make it more pliable. Because all chemical texture procedures involve chemically and physically changing the structure of the hair, you should understand and know the purpose of each layer of the hair. The cuticle is the tough exterior layer of the hair that surrounds the inner layers and protects them from damage. The cortex is the middle layer of the hair, located directly beneath the cuticle layer and is responsible for the incredible strength and elasticity of human hair. This is the layer that is chemically changed when a chemical texture service takes place. The medulla is the innermost layer of hair, the core, and doesn't really play a role in the chemical texture services and may be even missing in fine hair. It is very important to understand pH when dealing with chemical texture services. They actually raise the pH of the hair to an alkaline state in order to soften and swell the hair shaft. When performing a chemical texture service it is important you analyze and understand the hair texture you are about to perform the service on. This helps you determine if you will choose to use a high alkaline product or a low alkaline product. When

dealing with permanent waves there are seven main types of perms used. Alkaline waves, which process at room temperature without the addition of heat and have a pH between 9.0-9.6. Exothermic Waves which process at room temperature and has a pH of 9.0-9.6. A true acid wave, which has a pH of 4.5-7.0 and requires heat to speed the processing. An acid-balanced wave, which also heats at room temperature and has a pH of 7.8-8.2. Ammonia-free waves, which processes at room temperature and has a pH of 7.0-9.6. Thio-free waves, which have a pH of 7.0-9.6 and process at room temperature. Low-pH waves, which are used under a heated dryer and have a pH of 6.5-7.0. It is important to select the right type of perm for each client. Each client's hair has a distinct texture and condition, so individual needs must always be addressed. After a thorough consultation, you should be able to determine which type of permanent is best suited to your clients' hair type, condition, and desired results.

XII. Haircoloring

One of the most creative, challenging, and popular salon services is haircoloring. It also has the potential for being one of the most lucrative areas in which a stylist can choose to work. Haircoloring is both a science and an art. A skilled haircolorist needs to become an expert in the following services:

- A. Enhancing natural hair color
- B. Blending or covering gray
- C. Lightening natural hair color
- D. Depositing color on previously colored hair
- E. Depositing color on hair that has been lightened
- F. Creating dimensional color

Statistics show that clients who have haircuts only stay with their stylist an average of two years, while clients who receive color services stay with their stylist for eight years. Once a stylist demonstrates the ability to skillfully color a client's hair, the client will generally remain loyal.

Understanding the hair structure, texture, density and porosity are key knowledge points in this service. You must get the client's hair in shape to accept the color service and this can only be done by a good examination of the hair you will be working on. Learning to identify a client's natural haircolor is the most important step in being a good colorist. Contributing pigment lies underneath the natural haircolor and must be taken into consideration when you select a hair color. Generally, when you lighten natural hair color, you expose contributing pigment. Haircoloring modifies this pigment to create new pigment. There are always four basic questions that should be asked when formulating a haircolor:

- A. What is the natural level and does it include gray?

- B. What is the client's desired level and tone?
- C. Are contributing pigments (undertones) to be revealed?
- D. What colors should be mixed to get the desired result?

The combination of the shade selected and the volume of hydrogen peroxide determines the lifting ability of the haircolor. Always remember to formulate with both lift and deposit in mind, in order to achieve the proper balance for the desired end result. When working with hair color, you will have to determine whether your client has allergies or sensitivities to the mixture. To identify an allergy in a client, the U.S. Food, drug, and Cosmetic Act prescribes that a patch test be given 24-48 hours prior to each application of an aniline haircolor. Doing this patch test behind the ear or inside of the elbow are good choices. If there are no signs of redness or irritation, the test result is negative, and you can proceed with the color service.

XIII. Business Skills

The first thing to remember when you are in a service business is that your work revolves around serving your clients. Your clients should look forward to seeing you, and will show their appreciation for your hard work with their loyalty. Never let the negativity of a few affect our overall outlook. Here are some points that will help guide you as you serve your clients:

Put others first, Be true to your word, Be punctual, Be grateful, Be a problem solver, Be respectful and be a lifelong learner. Working in a salon requires that you practice and perfect your people skills. A salon is very much a team environment. Although a career in the beauty industry is very artistic and creative, it is also a career that requires financial understanding and planning. Too many cosmetology professionals live for the moment, and do not plan for their futures. As a salon professional you have enormous opportunity to sell retail products and upgrade service tickets. To be successful in sales you must first sell yourself! Clients must like and trust you before they will purchase beauty services, cosmetics, skin or nail care items, shampoos, conditioners or other merchandise. Recognizing the client's needs and preferences lays the foundation for successful selling. Re-book your clients! The best time to think about getting your client back into the salon is while she is still in your salon! Remember, the better prepared you are, the greater your chance of success! An important aspect of the salon's financial success revolves around the sale of additional salon services and take-home or maintenance products. Whether you own or manage a salon with several employees, or you are a booth renter with only yourself to worry about, adding services or retail sales to your service ticket means additional revenue.

**I have attached the learning sheets I give to attendees for the color wheel, levels, etc. I have also attached the Health & Safety portion I go over and I provide printed copies of this as well.

*******30 min lunch break**

Health & Safety (3 Hours)

- **HIV PREVENTION AND SANITATION - TCSG (3 hours)**

The class covers HIV/AIDS transmission and prevention; other bacterial, viral and fungal infections; and Universal Precautions such as barrier protection, personal cleanliness and disinfection. You will also learn about hand sanitation, how to distinguish between disinfectants and antiseptics, and required equipment for salon ventilation and cleanliness.

- *****15 min Break**

- **SKIN DISEASES AND DISORDERS**

Anatomy and Histology of the Skin: Nerves of the skin; Glands of the Skin; Nourishment of the Skin; Functions of the Skin; Terminology

- Diseases and Disorders; Skin Conditions/Descriptions

- *****15 Min Break**

- **DECONTAMINATION AND INFECTION CONTROL**

- Professional Salon Environment
- Material Safety Data Sheet (M.S.D.S.)
- Organizing an M.S.D.S Notebook
- ******15 min break**
- **BLOODBORNE PATHOGENS**
- What are Bloodborne Pathogens?
- Hepatitis B Virus (HBV) Human Immunodeficiency Virus (HIV)
- Signs and Symptoms
- Signs and symptoms of HVB and HIV
- Transmission
- Transmission Mediums and Transmission Routes
- Risk Factors and Behaviors
- Personal Protective Equipment
- Decontamination & Sterilization
- Common Questions
- Class Discussion about HIV and HBV
- Precautions and Summary
- Printed Material for Review and Certificates of Completion will also be given to each attendee
- Below are the Materials to be taught in detail



*Georgia State Board
of Cosmetology and Barbers*

3-Hour Health and Safety Curriculum



Georgia State Board of Cosmetology and Barbers
Temporary Health and Safety Curriculum for July 1 – December 31, 2015

**Please visit the Board's website for current and proposed rules
with the passage of House Bill 314**
www.sos.ga.gov/plb/cosmetology

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TECHNICAL COLLEGE
TCSG
SYSTEM OF GEORGIA



*Developed for the Georgia State Board of Cosmetology
and the Georgia State Barber Board
by the*

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GEORGIA TCSG HEALTH AND SAFETY—3 HRS.

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*Georgia Department of Technical
and Adult Education*

Skin, Diseases, Disorders



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Skin, Diseases, Disorders

Introduction

The flexible, waterproof, tough protective covering known as the skin is the largest organ in the body both by weight and surface area. Skin accounts for approximately 16% of the body's weight.

Healthy skin has a fine texture that is slightly moist, soft, and flexible. Varying in thickness, the skin is thinnest on the eyelids and thickest on the palms and soles. A callous can be caused by continuous friction on any part of the skin.

The skin has appendages that include the hair, sweat and oil glands, and the nails. Composed of the substance known as keratin, this protein gives the skin its protective ability. The skin is slightly acidic in pH, which enables good immunity responses to intruding organisms. Normally the skin separates the internal environment from the external. However skin diseases and infections can invade that barrier. For this reason, a thorough understanding of the histology of the skin and its diseases and disorders is needed for a better position to give clients professional advice.

Objectives

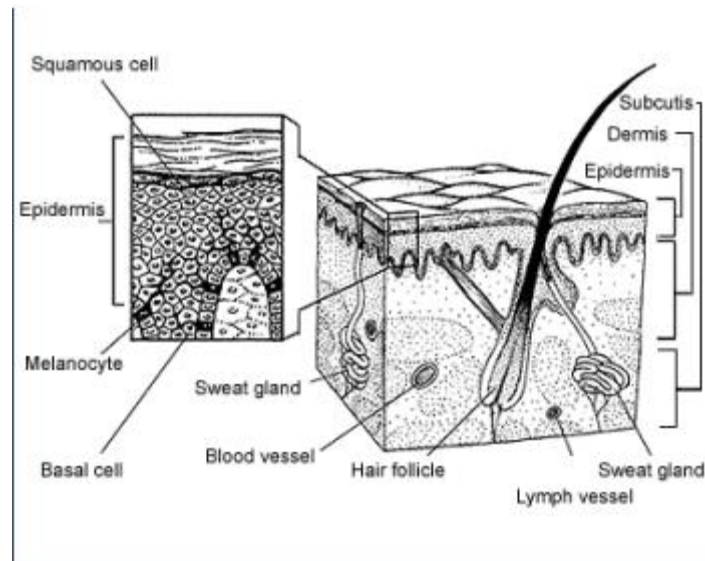
Upon completion of this course, trainees will be able to:

- Explain the structure and the composition of the skin.
- Identify the functions of the skin.
- Describe terms relating to skin disorders.
- Recognize which skin diseases/disorders may be dealt with in the salon and which should be referred to a physician.
- Identify online dermatology resources.



Anatomy and Histology of the Skin

The two major divisions of the skin are the dermis and the epidermis. The outermost layer of the skin is the epidermis that is composed of sheets of dead cells that serve as the major waterproof barrier to the environment. The epidermis is the visible layer of skin. This layer contains numerous nerve endings, but no blood vessels. The human epidermis is renewed every 15-30 days.



The epidermis consists of many layers. The stratum corneum is the outer layer that is often called the horny layer. Cells are continually being shed and replaced. This layer of skin for the most part is dead – it is composed of cells that are almost pure protein.

The stratum lucidum consists of translucent cells through which light can penetrate.

The stratum granulosum, known as the granular layer, consists of cells that resemble granules. These cells are transforming into a harder form of protein.

The stratum mucosum is also known as the basal cell layer. Basal cells are continuously being reproduced. It is the deepest layer of the epidermis. This layer also contains melanocytes that produce the coloring matter known as melanin and determines skin color. Melanocytes also react to ultraviolet rays to darken the skin for added protection.

The middle layer, the dermis, provides a tough, flexible foundation for the epidermis. In the dermis, body temperature is regulated by sweat glands and blood vessels. It also contains arrector pilli muscles, papillae, and hair follicles. Nerve endings send sensations of pain, itching, touch, and temperature to the brain. The skin is moisturized by oil glands that produce sebum.

The dermis consists of two layers. The papillary layer connects the dermis to the epidermis. Tactile corpuscles are nerve fiber endings that contain looped capillaries. Tactile corpuscles are responsible for the sense of touch. The papillary layer also contains some of the melanin.

The reticular layer is the deepest layer of the dermis. It contains fat cells, blood vessels, lymph vessels, oil glands, sweat glands, hair follicles, and arrector pilli muscles. The reticular layer supplies the skin with oxygen and nutrients.

Subcutaneous tissue is the fatty layer found below the dermis. It is also called the adipose or the subcutis tissue. It varies in thickness according to age, sex, and general health of the individual. The subcutaneous tissue contains fats for energy, gives smoothness and contour to the body, and acts as a protective cushion for the outer skin. Arteries and lymphatics maintain circulation to the body.



Nerves of the Skin

Sensory nerves are receptors and send messages to the brain causing reactions to heat, cold, touch, pressure, and pain.

Motor nerve fibers, attached to the hair follicles, are distributed to the arrector pili muscles which may cause goose flesh when you are frightened or cold.

The secretory nerve fibers regulate the excretion of perspiration from the sweat glands and regulate the flow of sebum to the surface of the skin.

Glands of the Skin

There are two types of duct glands contained in the skin that pull out minerals from the blood to create new substances. The sudoriferous glands are the sweat glands and the sebaceous glands are the oil glands.

Sweat glands excrete perspiration. This secretion is odorless when excreted, but in a short period of time produces an offensive odor due to the bacteria on the skin's surface feeding on the fats of its secretion. Perspiration is controlled by the nervous system. About 1-2 pints of liquid containing salts are excreted daily through the sweat pores in the skin. The sweat glands consist of a coiled base or fundus and a tube-like duct that ends at the skin surface forming the pores. Sweat glands are more numerous on the palms, soles, forehead, and armpits. Body temperature is regulated by the sweat glands that also aid in the elimination of waste.

Oil glands secrete sebum through little sacs whose ducts open in to the hair follicles. These glands are found in all parts of the body with the exception of the palms and soles. The oily substance produced by the oil glands is called sebum. Sebum lubricates the skin and preserves the pliability of the hair. When the duct becomes clogged with hardened sebum, a blackhead is formed.

Nourishment of the Skin

Blood and lymph circulate through the skin providing nourishment essential for growth and repair of the skin, hair, and nails.

Functions of the Skin

The major functions of the skin are sensation, heat regulation, absorption, protection, excretion, and secretion. The functions of the skin can easily be remembered using the acronym: SHAPES

S – ensation – response to heat, cold, pressure, and pain

H – eat regulation – maintains body temperature of 98.6

A – bsorption - substances can enter the body through the skin and affect it to a minor degree

P – rotection – from bacterial invasion

E – xcretion – sweat glands excrete perspiration

S – ecretion - sebum is secreted by the sebaceous glands



Terminology

Dermatology	study of the skin, its nature, functions, and treatment
Dermatologist	a medical skin specialist
Disease	a pathological condition of the body, organ, or mind making it incapable of carrying on normal functions
Disorder	abnormal condition usually not contagious
Immunity	freedom from or resistance to disease
Integumentary system	one of the 10 systems of the body; pertains to the skin, its appendages and functions
Pathology	study of disease
Etiology	study of the causes of diseases
Trichology	study of hair
Diagnosis	recognition of a disease by its symptoms
Prognosis	foretelling of the probable course of a disease
Objective symptom	visible symptom
Subjective symptom	symptom that can be felt by client, but not by observation
Acute	rapid onset with severe symptoms of short duration

Chronic	long duration, usually mild, but often recurring
Infectious	invasion of body tissue by bacteria that cause disease
Contagious	communicable; by contact
Occupational	due to certain kinds of employment
Seasonal	influenced by weather
Parasitic	caused by vegetable or animal parasites
Pathogenic	produced by disease causing bacteria
Systemic	due to over or under functioning of the internal glands
Venereal disease	acquired by sexual contact
Epidemic	emergence of a disease that affects a large number of people simultaneously
Allergy	reaction due to extreme sensitivity to normally harmless substances
Inflammation	skin disorder characterized by redness, pain, edema, and heat
Rhytidectomy	face lift
Blepharoplasty	eyelid surgery
Chemical peel	chemical solution applied to skin areas causing a mild, controlled burn of the skin



Rhinoplasty	plastic surgery of the nose
Mentoplasty	chin surgery
Dermabrasion	sandblasting irregularities of the skin
Injectable fillers	tiny injections of collagen to soften wrinkles
Retin-A	prescription cream used in the treatment of acne

Notes:



Diseases and Disorders

In a salon, you will come in contact with diseases and disorders of the skin and its appendages: the hair and nails. Your license requires you to be responsible for the recognition of potentially infectious diseases. Some disorders can be treated in cooperation with and under the supervision of a physician.

Skin Conditions /Descriptions

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ALWAYS REFER TO A PHYSICIAN.**

NOTE: COLOR CHANGES, A CRACK ON THE SKIN, A TYPE OF THICKENING, OR ANY DISCOLORATION, RANGING FROM SHADES OF RED TO BROWN AND PURPLE TO ALMOST BLACK, MAY BE SIGNS OF DANGER AND SHOULD BE EXAMINED BY A DERMATOLOGIST.

**CAUTION: DO NOT TREAT OR REMOVE
HAIR FROM MOLES.**

Condition/ Disease/Disorder	Description
Pigmented Lesions	
Lentigo	small, yellow to brown spots
Chloasma	moth patches, liver spots = increased deposits of pigment
Naevus	birthmark (portwine or strawberry) small-large malformation of skin due to pigmentation or dilated capillaries
Leucoderma	abnormal light patches due to congenital defective pigmentations
Vitiligo	acquired condition of leucoderma-may affect skin or hair



Albinism congenital absence of melanin pigment

Stain abnormal, brown, skin patches having a circular
& irregular shape

Disorders of the Sebaceous Glands

Comedones blackheads, a worm-like mass of keratinized cells
& hardened sebum

Milia whiteheads, an accumulation of dead, keratinized
cells and sebaceous matter trapped beneath
the skin

Acne Simplex chronic inflammatory disorder usually related to
hormonal changes & overactive sebaceous glands

Acne Vulgaris acne-pimples

Acne Rosacea chronic inflammatory congestion of the cheeks
& nose

Seborrhea/Seborrhea
Oleosa = Oily Dandruff overactive sebaceous glands-often the basis of acne

Steatoma wen or sebaceous cyst (subcutaneous tumor)
ranges in size from a pea to an orange

Asteatosis dry, scaly skin characterized by absolute or partial
deficiency of sebum

Furuncle boil-a subcutaneous abscess that fills with pus

Cysts	sac-like, elevated (usually round) area, contains liquid or semi-liquid substance-when a follicle ruptures deep within the dermis & irritating oil & dead cells seep into the surrounding tissues-often cause acne pits
Pimples	follicle filled with oil, dead cells, & bacteria-inflammation causes white blood cells to rush to fight bacteria creating a pus

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Hyperhidrosis	excessive perspiration
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Hypertrophies

Keratoma	callus-superficial, round, thickening of the epidermis caused by friction (inward growth is called a corn)
Mole	a small, brown spot-believed to be inherited-may be flat or deeply seated-pale tan-brown or bluish black
Verruca	wart, a viral infection of the epidermis-benign



Skin Tag bead-like fibrous tissue that stands away from the flat surface-often a dark color

Polyp growth that extends from the surface or may also grow with the body

Inflammatons

Eczema dry or moist lesions accompanied by itching, burning, & various other unpleasant sensations-usually red-blistered, & oozing

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Herpes Simplex/
Herpes Zoster = Shingles fever blisters/cold sores-single group of vesicles on a red swollen base

Allergy Related Dermatitis

Dermatitis Venenata allergy to ingredients in cosmetics, etc.- protection is the prevention-gloves, etc.

Dermatitis Medicamentosa dermatitis that occurs after an injection of a substance

Urticaria hives-inflammation caused by an allergy to specific drugs/foods

Primary Skin Lesions

Macule	small, discolored spot or patch on the skin's surface, neither raised nor sunken-ex: freckles
Papule	small elevated pimple containing no fluid, but may have pus note: yellow or white fatty papules around the eyes indicate an elevated cholesterol level-refer to a physician (xanthelasma).
Wheal	itchy, swollen lesion that lasts only a few hours-ex: mosquito bite
Tubercle	solid lump larger than a papule-projects above the skin or lies with-sized from pea to hickory nut
Tumor	external swelling-varies in size, shape & color
Vesicle	blister with clear fluid-lie within or just beneath the epidermis-ex: poison ivy
Bulla	blister containnig a watery fluid-larger than a vesicle
Pustule	elevation with inflamed base, containing pus

Secondary Skin Lesions

Scale	accumulation of epidermal flakes, dry or greasy-ex: abnormal dandruff
Crust	accumulation of serum & pus-mixed with epidermal material-ex: scab



Excoriation	abrasion produced by scratching or scraping-ex: raw surface after injury
Fissure	crack in the skin penetrating into the dermis
Ulcer	open lesion on skin or mucous membrane, accompanied by pus & loss of skin depth

Acne Scars

Ice Pick Scar	large, visible, open pores that look as if the skin has been jabbed with an ice pick-follicle always looks open-caused by deep pimple or cyst
Acne Pit Scar	slightly sunken or depressed appearance-caused by pimples/systs taht have destroyed the skin & formed scar tissue
Acne Raised Scar	lumpy mass of raised tissue on the surface of the skin-caused where cysts have clumped together

Contagious Disorders

Tinea	ringworm, due to fungi
Tinea Capitis - Ringworm of Scalp	(plant or vegetable
Tinea Sycosis - Barber's Itch	parasites)-small reddened
Tinea Favosa - Honeycomb Ringworm	patch of little blisters that
Tinea Unguium - Ringworm of Nails	spread outward and heal in
Athlete's Foot - Ringworm of Feet	the middle with scaling

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Malignant Melanoma	most serious-characterized by dark brown, black, or discolored patches on the skin
Tumor	abnormal growth of swollen tissue

Nail Diseases/Disorders

Onychophagy	nail biting
Onychogryposis	overcurvature of the nail-clawlike
Pterygium	sticky overgrowth of the cuticle
Eggshell Nail	extremely thin nail
Leuconychia	white spots under the nail plate



Paronychia	bacterial inflammation of tissue (perionychium) around the nail
Tinea Corporis	ringworm of the hand
Tinea Pedia	ringworm of the foot
Agnail	hangnail
Onychia	an inflammation somewhere in the nail
Onychocyanosis	blue nail (usually caused by poor circulation)
Hematoma Nail	bruised nail (usually caused by a hammer or slammed door)
Tinea Unguium	onychomycosis-ringworm of the nail
Onychorrexis	split or brittle nails with a series of lengthwise ridges
Beau's Lines	ridges/corrugations/furrows
Onychatrophia	atrophy or wasting away of the nail
Onychocryptosis	ingrown nail
Onychauxis	overgrowth of the nail plate
Onychosis	any nail disease
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Pityriasis Capitis Simplex	dry dandruff
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Trichoptilosis	split hair ends
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Scabies	contagious disease caused by the itch mite
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Discoid Lupus Erythematosus (DLE)	chronic autoimmune disorder, causes red often scarring plaques, hair loss, & internal effects
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Websites: Online Dermatology Resources

<http://tray.dermatology.uiowa.edu/DermImag.htm>

<http://www.medic.mie-u.ac.jp/derma/world/worldd1.html>

<http://www.skin-information.com/>

<http://www.skin-disease.com/>

<http://www.skin-cancers.net/>

<http://www.age-spot.com/>

<http://www.i-wrinkle.com/>

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<http://www.asds-net.org> American Society of Dermatologic Surgery

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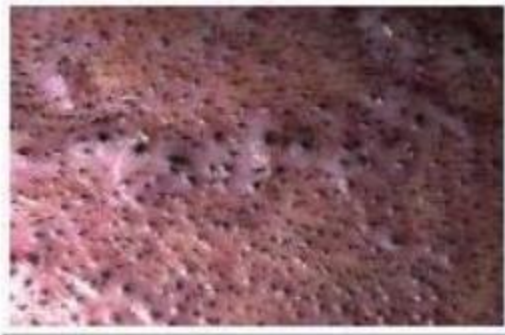
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Asteatosis

excessive dry skin



*Georgia Department of Technical
and Adult Education*

Bloodborne Pathogens



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Introduction

A bloodborne pathogen is a specific cause of disease, such as a virus or bacteria. “Bloodborne” means carried by or in blood and certain other body fluids. AIDS, hepatitis B and C, malaria, and syphilis are examples of diseases that are caused by bloodborne pathogens.

Objectives

Upon completion of this course, you will be able to:

- Discuss bloodborne pathogens,
- Identify two bloodborne pathogens of concern in the workplace,
- Explain how bloodborne pathogens are transmitted,
- List four high risk factors, and
- Discuss the precautions to be used in the workplace.

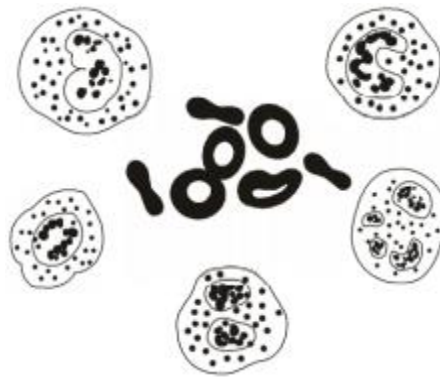


What Are Bloodborne Pathogens?

Two types of pathogens of concern in the workplace are:

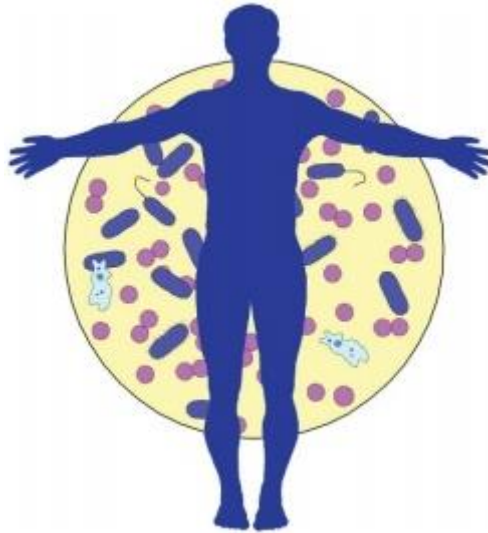
1. Hepatitis B Virus (HBV)
2. Human Immunodeficiency Virus (HIV)

Hepatitis B is much more contagious than HIV.



Hepatitis B Virus (HBV)

The HB Virus infects the liver: it's more common than HIV and is a greater risk on the job. Many HBV infected people have no problems or symptoms. Some, however, do develop serious or fatal problems such as cirrhosis, liver cancer, or chronic liver disease. There is a vaccine for HBV which is dispensed in three doses. Any employee at risk should take the vaccine.



Human Immunodeficiency Virus (HIV)

HIV causes AIDS, it attacks the body's immune system, reducing its ability to fight disease.

To protect yourself against HIV and HBV, avoid direct exposure to infectious blood or body fluids - the prime transmitters of HBV and HIV.





Signs and Symptoms

Signs and Symptoms of (HVB)

Discuss and list different signs and symptoms of HVB.

Signs and Symptoms of (HIV)

Discuss and list different signs and symptoms of HIV.



Transmission

Transmission Mediums

Body Fluids that can transmit infection are:

- Blood
- Semen
- Vaginal secretions
- Cerebrospinal fluid (brain and spinal fluid)
- Synovial fluid (lubricating fluid of joints and tendons)
- Pleural fluid (fluid around the lungs)
- Pericardial fluid (fluid around the heart)
- Peritoneal fluid (fluid in the abdomen)
- Amniotic fluid (fluid that surrounds an embryo)
- Saliva (in dental procedures)

Transmission Routes

HIV and hepatitis are transmitted only in the following ways:

- 1.
- 2.
- 3.

You can't catch HIV through casual contact, such as touching, hugging, being coughed on or sneezed on or working around someone who has AIDS. Family members and health care workers who are constantly around patients with AIDS do not catch AIDS when they use proper precautions.



Risk Factors and Behaviors

In light of what we know about the way the HBV and HIV virus are transmitted, risk of exposure to either virus is increased for people who:

- Have unprotected sex or multiple partners.
- Have unprotected sex with an IV drug user.
- Have shared needles while using drugs.
- Have occupational exposure to the blood or body fluids of others.
- Between 1978 and the spring of 1985, received blood or blood products in transfusion.
- Between 1978 and the spring of 1985, received an organ transplant.
- Received artificial insemination from an untested donor.
- Between 1978 and the spring of 1985, received treatment for a clotting disorder.
- Have been exposed to blood or body fluids of a person known to have AIDS or be HIV-positive.
- Are immigrants from high risk areas (southeast Asia, Africa, Southern and Central Europe):
- Have tattoos.
- Are family of infected persons.



Personal Protective Equipment

"Universal Precautions" is the name used to describe a prevention strategy in which all blood and potentially infectious materials are treated as if they are, in fact, infectious, regardless of the perceived status of the source individual. In other words, whether or not you think the blood/body fluid is infected with bloodborne pathogens, you treat it as if it is. This approach is used in all situations where exposure to blood or potentially infectious materials is possible. This also means that certain engineering and work practice controls shall always be utilized in situations where exposure may occur.

Probably the first thing to do in any situation where you may be exposed to bloodborne pathogens is to ensure you are wearing the appropriate personal protective equipment (PPE). For example, you may have noticed that emergency medical personnel, doctors, nurses, dentists, dental assistants, and other health care professionals always wear latex or protective gloves. This is a simple precaution they take in order to prevent blood or potentially infectious body fluids from coming in contact with their skin. To protect yourself, it is essential to have a barrier between you and the potentially infectious material.

Discuss and List 4 Rules to Follow with PPE:

- 1.
- 2.
- 3.
- 4.

If you work in an area with routine exposure to blood or potentially infectious materials, the necessary PPE should be readily accessible. Contaminated gloves, clothing, PPE, or other materials should be placed in appropriately labeled bags or containers until it is disposed of, decontaminated, or laundered. It is important to find out where these bags or containers are located in your area before beginning work.

This approach is used in all situations where exposure to blood or potentially infectious materials is possible. This also means that certain engineering and work practice controls shall always be utilized in situations where exposure may occur.

Gloves

Gloves should be made of latex, nitril, rubber, or other water impervious materials. If glove material is thin or flimsy, double gloving can provide an additional layer of protection. Also, if you know you have cuts or sores on your hands, you should cover these with a bandage or similar protection as an additional precaution before donning your gloves. You should always inspect your gloves for tears or punctures before putting them on. If a glove is damaged, don't use it! When taking contaminated gloves off, do so carefully. Make sure you don't touch the outside of the gloves with any bare skin, and be sure to dispose of them in a proper container so that no one else will come contact with them either.



Always Check
your gloves for
damage before
using them!!



Goggles

Anytime there is a risk of splashing or vaporization of contaminated fluids, goggles and/or other eye protection should be used to protect your eyes. Again, bloodborne pathogens can be transmitted through the thin membranes of the eyes so it is important to protect them. Splashing could occur while cleaning up a spill, during laboratory procedures, or while providing first aid or medical assistance.



Face Shields

Face shields may be worn in addition to goggles to provide additional face protection. A face shield will protect against splashes to the nose and mouth.



Aprons

Aprons may be worn to protect your clothing and to keep blood or other contaminated fluids from soaking through to your skin. Normal clothing that becomes contaminated with blood should be removed as soon as possible because fluids can seep through the cloth to come into contact with skin. Contaminated laundry should be handled as little as possible, and it should be placed in an appropriately labeled bag or container until it is decontaminated, disposed of, or laundered.



Decontamination & Sterilization

All surfaces, tools, equipment and other objects that come in contact with blood or potentially infectious materials must be decontaminated and sterilized as soon as possible. **Equipment and tools must be cleaned and decontaminated before servicing or being put back into use.**

Decontamination should be accomplished by using:

- A solution of 5.25% sodium hypochlorite (household bleach/ Clorox) diluted between 1:10 and 1:100 with water. The standard recommendation is to use at least a quarter cup of bleach per one gallon of water.
- Lysol or some other EPA-registered tuberculocidal disinfectant. Check the label of all disinfectants to make sure they meet this requirement.

If you are cleaning up a spill of blood, you can carefully cover the spill with paper towels or rags, and leave it for at least 10 minutes. This will help ensure that any bloodborne pathogens are killed before you actually begin cleaning or wiping the material up. By covering the spill with paper towels or rags, you decrease the chances of causing a splash when you pour the bleach on it.

If you are decontaminating equipment or other objects, you should leave the disinfectant in place for at least 10 minutes before continuing the cleaning process.

Of course, any materials you use to clean up a spill of blood or potentially infectious materials must be decontaminated immediately, as well. This would include mops, sponges, reusable gloves, buckets, pails, etc.



Common Questions

Discuss with the class:

HBV

What symptoms do I have if I am suffering from hepatitis B infection?

Many people with HBV do not have any symptoms and feel perfectly well. Occasionally, the hepatitis B infection may become active and make the patient feel ill with nausea, have a loss of appetite, and become jaundiced.

What kind of outlook can I expect if I have a hepatitis B infection?

Many patients with the hepatitis B infection can expect to lead a full and normal life. It is most important to regard yourself as a normal individual who happens to be infected with hepatitis B. However, it is important to take precautions not to spread the disease and to get medical checkups regularly.

Can I get hepatitis from the vaccine?

No. The hepatitis vaccine is a safe and highly purified vaccine. It does not contain any blood products or living or dead viruses.

What should be done if the second or third vaccine dose is delayed?

If the doses are delayed for less than one year, the remaining doses can be resumed to complete the vaccination without the need to restart the vaccination series. If the lapsed doses are more than one year apart, extra doses or restarting of the series may be required for high risk individuals.

HIV

What will the AIDS test tell me?

A positive result indicates the presence of antibodies to HIV, which has been found in people with AIDS.

Does a negative test mean that I am not infected?

Unfortunately, no. Although the test is reliable, there is a “window”- some say it’s six to twelve weeks, some say longer-when you could be developing the antibody, but the test will still be negative. That’s why you need to be retested at six to twelve weeks and again in 6 months.

If you test negative, but still carry HIV, it is still possible to transmit the virus.
Counseling will be provided when you receive your test results whether they are negative or positive.

What happens if I test HIV positive?

Currently, there is no known therapy to reverse antibody status. If an employee tests HIV positive, we recommend ongoing medical monitoring and possible anti-retroviral (contains RNA for protein productions) drugs.

What is the prognosis?

Research indicates that HIV - positive individuals will eventually develop AIDS. Currently, there is no treatment for AIDS and it is generally believed to be eventually fatal. As discussed previously, there is a vaccine for hepatitis B which is available to all employees at risk.

What HIV symptoms should I watch for?

Almost half of the people who contract HIV experience a flu-like illness six to twelve weeks after exposure. Employees who experience an exposure incident should report any illness that feels like the flu or mononucleosis, especially if it is accompanied by fever, rash, or swollen glands.

Will my employer know the results of my test?

No. The health care professional will give the results of your tests to you only. All records, including test results, relating to an exposure incident are **Strictly Confidential**.



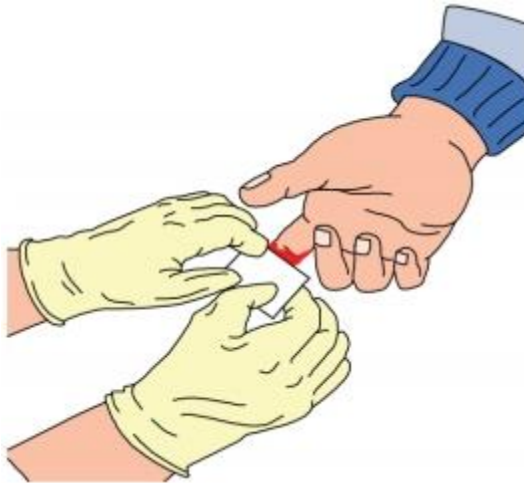
Precautions

The following precautions should be taken by anyone who has had an exposure incident so that others are not exposed.

- Inform sexual or needle-sharing partners so they can be tested for the virus.
- Inform physicians and other health care givers so they can protect themselves.
- Don't give any blood, tissue, organs, or semen.
- Remove the organ donor designation from your driver's license.
- Hold off on getting pregnant until your health care provider says it is okay.
- If you are pregnant, get counseling.
- Don't breast-feed.
- Be careful not to expose others to your blood or bodily fluids.
- Don't share personal items such as toothbrushes, razors, etc.
- Use a bleach solution of 1:10, 70% isopropyl alcohol or other EPA-approved germicide to clean up any spills of blood.
- Refrain from sexual activity, or at least take the following precautions:
 - Limit the number of partners
 - Use latex condoms from start to finish, even if your partner is HIV-positive.

Job situations which may result in exposure include:

- Job duties that bring you into contact with needles or other sharp objects such as glass that might be contaminated with infected blood.
- Providing emergency first-aid assistance to co-workers.



Discuss with the class other circumstances in which exposure is possible:

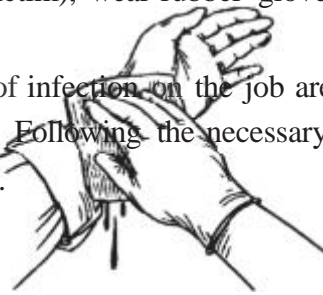
It is important that you use universal precautions to prevent becoming infected by contaminated blood. Universal precautions means that all blood and body fluids are considered a potentially infectious.



When first aid measures are needed, make sure that you adhere to the following:

1. **Mouth-to-Mouth Breathing** – The safest course of action is to use a breathing mask whenever you are called on to give mouth-to-mouth resuscitation.
2. **Controlling Bleeding** – To help the victim without infecting yourself (or the victim), wear rubber gloves.

While chance of infection on the job are small, why take unnecessary risks with your life? Following the necessary safety precautions is the best way to minimize risks.





Summary

Bloodborne pathogens are a very real risk in the workplace. However, protective measures are in place for employees at risk. To avoid infection of bloodborne pathogens, it is very important to follow all precautions.

Knowing how infection occurs is the first step in preventing the spread of disease. Certain factors and behaviors put employees at risk. Avoid these behaviors as much as you can.

Education combined with practicing safe behaviors can save your life.



*Georgia Department of Technical
and Adult Education*

Decontamination and Infection Control



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Decontamination and Infection Control

Introduction

Infection and disease control is one of the most important aspects of being a professional salon operator or owner. Federal and state laws govern what must be done by operators and owners to ensure the safety of the public and that no germs are allowed to spread uncontrolled.

This unit provides you with the necessary elements to help control dangerous disease-causing germs. By following some very important basic procedures and by providing a clean salon it will be easy to provide your clients with the very best professional care without the fear of your clients becoming infected by a disease agent. It is important to understand that the removal of all disease-causing germs in a salon will be almost impossible, but the control of dangerous levels is the key to providing a safe salon.

Objectives

Upon completion of this course, you will be able to discuss the importance of:

- Decontamination
- Sanitation, disinfecting, and sterilization
- Use of disinfectant products
- Using disinfectants in the salon
- Salon professionalism.



Professional Salon Environment

Let's take a close look and see what can be done to identify and control the professional salon environment. Things like tables, chairs, walls, and floors are very likely contaminated with a number of germs that may be very serious disease-causing germs. There may be millions of germs present that do not affect humans when contact is made. However, one case of an infected client can send your career and the reputation of your salon downward. By understanding contamination and knowing the proper techniques of decontamination, shop operators and owners can avoid ugly lawsuits and having the business they worked hard to build destroyed.

It is important to understand the more people that enter the salon environment, the greater the chance that new germs will be introduced and reintroduced as a result of the human contact factor. Control over where and what people do before they get to the salon is impossible to monitor, so contamination concerns must be continuous and ongoing.

Your responsibility as a professional to eliminate and control contamination is vital.

Decontamination of surfaces and tools used in the salon will allow for a safe and professional experience for the client. Contamination can occur in many forms and on the surface of equipment, implements, and furnishings may not show signs of contamination. Soiled towels, combs, brushes, and even clippers can and more than likely are sources for contamination if not disinfected or sterilized properly.

Sanitation and disinfection are required in the salon to provide a safe environment for clients, co-workers, employees and oneself. Sanitation is the removal of large amounts of living organisms from a surface. By sanitizing tools and other items used in the salon, bacteria and germs are eliminated or lowered to safer levels. Popular forms of sanitation are described below.

- The Heat steam of an autoclave has been used for many years and has proven to be one of the most dependable forms of sanitizing.
- Hospital-grade disinfectants are used to sanitize surfaces and tools as well.
- Quaternary Ammonium Compounds (quats) are available in liquid or tablet form. Implements should be immersed for 20 minutes or longer to ensure elimination of germs and bacteria.
- Glutaraldehyde is a germicidal used to disinfect and sterilize implements that cannot be heat sterilized.
- Ethyl Alcohol is used as a disinfectant. In order to remain effective, the strength of ethyl alcohol should be no less than 70%.
- Bleach (sodium hypochlorite), commonly known as house hold bleach, has for many years been utilized as a disinfectant at killing germs. As a result of more advanced techniques now being used, bleach is not the preferred method for decontamination. It is, however, very effective on floors, sinks, and general cleaning around the salon.
- Ultrasonic Cleaners are used in some salons but must be used with a disinfectant. The advantage of this device is that it may reach tiny crevices that may otherwise be omitted in the cleaning and sanitizing process.
- Disinfection is also a part of operating a safe salon. Disinfection is used when objects can be damaged due to exposure to extreme heat. Disinfection kills microorganisms with the exception of spores. It is important to understand that disinfectants should never be used on clients.

Safety Precautions

Remember that disinfectants are industrial strength cleaners that are powerful and can be harmful if used improperly. Never use a disinfectant to clean your hands. This is an unsafe practice and can cause skin disease. You should wear protective equipment such as gloves and safety goggles while mixing chemicals for disinfection control. Use soaking baskets and tongs to insert and remove equipment in disinfectant solutions. Always remember to clearly mark containers that are used for storing disinfectants.

Look at the following definition.

Sanitation is the process of reducing the levels of pathogens found on a surface. While the surface may be clean, there are still many microorganisms residing on the surface.



Material Safety Data Sheet (M.S.D.S.)

Every chemical used in the United States must have an **M.S.D.S.** report developed by the manufacturer that developed the chemical. The purpose of the **M.S.D.S.** is to report the product name, active ingredients, directions for use, and safety instructions in case of accidents involving the chemical. The following is a break down of the sections on an **M.S.D.S.** report.

Product information of the chemical is listed at the very start of the report. The Manufacturer's/Distributor emergency contact number(s) along with product identity, product code number, product use, and hazard classification.

Section 1 is a listing of the hazardous ingredients found in the product along with specific ingredient codes.

Section 2 is the characteristics both physical and chemical of the product in general. These characteristics include but are not limited to physical state (liquid or solid), odor appearances like smell and color of product.

Section 3 is fire and explosion hazard information on the product. Usually the fire/flame point will be listed and the level of danger to which this product will burn. Also, the extinguishing procedures are listed here in case there is a need to control a chemical fire as a result of this product.

Section 4 is the reactivity data section. This section lists chemical(s), which this product must not come in contact with to ensure the product remains stable.

Section 5 lists the health hazards and if special precautions need to be followed. This section discusses or lists exposure concerns and first aid procedures to follow in case of an accident.

Section 6 lists control and protective measures that will need to be followed to ensure safe use of the product or chemical.

Section 7 are control measures and precautions on the product. Safe handling is necessary to ensure that accidents are minimized. Waste disposal is also listed in this area.

Section 8 is the regulatory information for the product. A listing of active ingredients that must be reported and a record maintained on file (M.S.D.S).

Below is an example of an M.S.D.S.



The Clorox Company
7200 Johnson Drive
Pleasanton, California 94588
Tel. (510) 847-8100

Material Safety Data Sheet

Product: CLOROX GERMICIDAL BLEACH							
Description: CLEAR, LIGHT YELLOW LIQUID WITH CHLORINE ODOR							
Other Designations	Manufacturer						
EPA Registration No. 5813-1 Sodium hypochlorite solution Liquid chlorine bleach Clorox Liquid Bleach	The Clorox Company 1221 Broadway Oakland, CA 94612						
Emergency Telephone No.							
Rocky Mountain Poison Center (800) 446-1014 For Transportation Emergencies Chemtrec (800) 424-9300							
II Health Hazard Data	III Hazardous Ingredients						
Causes substantial but temporary eye injury. May irritate skin. May cause nausea and vomiting if ingested. Exposure to vapor or mist may irritate nose, throat and lungs. The following medical conditions may be aggravated by exposure to high concentrations of vapor or mist; heart conditions or chronic respiratory problems such as asthma, chronic bronchitis or, obstructive lung disease. Under normal consumer use conditions the likelihood of any adverse health effects are low. FIRST AID: EYE CONTACT: Immediately flush eyes with plenty of water. If irritation persists, see a doctor. SKIN CONTACT: Remove contaminated clothing. Wash area with water. INGESTION: Drink a glassful of water and call a physician. INHALATION: If breathing problems develop remove to fresh air.	<table border="1"> <thead> <tr> <th>Ingredients</th> <th>Concentration</th> <th>Worker Exposure Limit</th> </tr> </thead> <tbody> <tr> <td>Sodium hypochlorite CAS # 7881-52-9</td> <td>5.25%</td> <td>not established</td> </tr> </tbody> </table> <p>None of the ingredients in this product are on the IARC, NTP or OSHA carcinogen list. Occasional clinical reports suggest a low potential for sensitization upon exaggerated exposure to sodium hypochlorite if skin damage (e.g. irritation) occurs during exposure. Routine clinical tests conducted on intact skin with Clorox Liquid Bleach found no sensitization in the test subjects.</p>	Ingredients	Concentration	Worker Exposure Limit	Sodium hypochlorite CAS # 7881-52-9	5.25%	not established
Ingredients	Concentration	Worker Exposure Limit					
Sodium hypochlorite CAS # 7881-52-9	5.25%	not established					
IV Special Protection and Precautions	V Transportation and Regulatory Data						
Hygienic Practices: Wear safety glasses. With repeated or prolonged use wear gloves. Engineering Controls: Use general ventilation to minimize exposure to vapor or mist. Work Practices: Avoid eye and skin contact and inhalation of vapor or mist. Keep out of reach of children.	U.S. DOT Hazard Class: Not restricted U.S. DOT Proper Shipping Name: Hypochlorite solution with not more than 7% available chlorine. Not Restricted per 49CFR172.101(c)(12)(iv) Section 313 (Title III Superfund Amendment and Reauthorization Act): As a consumer product, this product is exempt from supplier notification requirements under Section 313 Title III of the Superfund Amendment and Reauthorization Act of 1988 (reference 40 CFR Part 372).						
VI Spill or Leak Procedures	VII Reactivity Data						
Small Spills (<5 gallons) (1) Absorb, containerize, and landfill in accordance with local regulations. (2) Wash down residual to sanitary sewer.* Large Spills (>5 gallons) (1) Absorb, containerize, and landfill in accordance with local regulations; wash down residual to sanitary sewer.* -OR- (2) Pump material to waste drum(s) and dispose in accordance with local regulations; wash down residual to sanitary sewer.* * Contact the sanitary treatment facility in advance to assure ability to process washed-down material.	Stable under normal use and storage conditions. Strong oxidizing agent. Reacts with other household chemicals such as toilet bowl cleaners, rust removers, vinegar, acids or ammonia containing products to produce hazardous gases, such as chlorine and other chlorinated species. Prolonged contact with metal may cause pitting or discoloration.						
VIII Fire and Explosion Data	IX Physical Data						
Not flammable or explosive. In a fire, cool containers to prevent rupture and release of sodium chlorate.	Boiling point 212 F, 100 C Specific Gravity (H ₂ O) 1085 Solubility in Water complete pH 11.4						

Organizing an M.S.D.S. Notebook

Suggestions for setting up an M.S.D.S. notebook include:

- Using a three-ring binder that pages can easily be placed in or removed from.
- Highlighting specific areas to identify key aspects of the M.S.D.S. report within the notebook. (see example)
- Alphabetizing the M.S.D.S. reports so that locating the sheets will be fast.
- Clearly mark the notebook on all sides to indicate it as the M.S.D.S. notebook.
- Use a white or bright colored notebook so it can be easily identified as the M.S.D.S. Notebook.
- When ordering products for the first time, request the company send you a product sheet (M.S.D.S.) page to add to your notebook.
- Remove any M.S.D.S. reports when the product is no longer used in the salon.
- Establish an emergency contact sheet that will be the very first page in your M.S.D.S. notebook. List the local emergency numbers for your salon area.
- Add the Centers for Disease Control and the National Poison Control Center to the emergency contact page.
- Have a sheet that states your salon operators have read and understand the concept of the M.S.D.S. notebook and have them sign a form stating the information has been read. Keep a copy of this form in their employment file.
- Make sure the M.S.D.S. Notebook is located in a place where all employees have access to it and they are aware of its location.

POST THESE PAGES IN THE SALON/SCHOOL WHERE IT CAN BE READ BY ALL.

Georgia State Board of Cosmetology Sanitary Regulations for Salons and Schools

130-4-.01 Facilities.

(1) All facilities (salons/shops or schools) wherein cosmetology services are practiced or taught within the State of Georgia must provide suitable quarters equipped to give adequate services, subject to inspection by representatives of the Georgia State Board of Cosmetology.

(2) A beauty facility shall have a permanent and definite location in which the cosmetology professions of master cosmetologist, hair designer, nail technician, and/or esthetician, are practiced in accordance with the laws and rules of the Georgia State Board of Cosmetology. All mobile units, including kiosks, carts, mobile homes, trailers, and motor homes, shall not be licensed as salons/shops unless they meet all requirements of the Board and are permanently anchored on the ground with wheels detached.

130-4-.02 Use of Facility for Home Salon/Shop.

Space used for a cosmetology facility must be separated by tight, ceiling high partitions from residence rooms and must have separate restrooms. The cosmetology facility shall have a separate outside entrance. Separate space must be provided for a cosmetology facility. The use of any such space for sleeping, dining or any other domestic purpose is prohibited.

130-4-.03 Facilities (salon/shop/school).

Space used for a cosmetology facility must be separated by tight, ceiling high partitions from other commercial facilities.

130-4-.04 Cleanliness.

Walls, ceiling, floors, furniture and equipment must be kept free from excessive dust, dirt and debris. All equipment must be kept in good and safe working condition.

130-4-.05 Plumbing, Hot and Cold Water.

Each facility must have proper toilet and plumbing facilities and an adequate supply of hot and cold running water in accordance with recognized health standards.

130-4-.08 Posting of Licenses, Rules, Reports and Inspection Reports.

(1) Each salon/shop shall post in an open area the current salon/shop license issued to them by the Georgia State Board of Cosmetology, or a current copy of the online verification of licensure.

(2) Each person employed in the salon/shop shall post, in an open area, the current license/permit issued to them by the Georgia State Board of Cosmetology or the Georgia State Board of Barbers, or a current copy of the online verification of licensure.

(3) Salons/Shops shall have posted in an open area at all times a copy of the most recent inspection report.

(4) Salons/Shops shall comply with rules for sanitation, health and disinfectants in Chapter 130-5 of the Rules of Georgia State Board of Cosmetology.

(5) Sanitary rules and regulations governing salons or shops in the State of Georgia shall be posted in an open area in the salon/shop so as to be easily read by customers.

130-5-.01 Shampoo Equipment.

Shampoo bowls must be thoroughly cleansed and sanitized.

130-5-.02 Linens.

Towels/linens, after being used once, must be placed in a closed container until properly laundered. Clean towels must be kept in a closed cabinet, container, or closet except linens which are designated for use on current patrons.

130-5-.03 Sterilization.

The use of any article that is not properly cleansed and disinfected on any patron is prohibited. Hands must be properly cleansed and sanitized prior to servicing each client.

130-5-.04 Waste and Garbage.

All waste material must be removed daily. Garbage shall be stored in a covered, washable container and shall not be left in the establishment overnight. Each facility must be free from stale food and soiled dishes.

130-5-.05 Cleaning and Recommended Disinfection of Implements.

(1) All multi-use tools, implements, and equipment used for cosmetology services that come in contact with a client must be cleaned of all visible debris after each use and disinfected after each use by complete saturation or immersion for at least 10 minutes in an EPA-registered, hospital-grade disinfectant according to the manufacturer's directions. Autoclave is an acceptable method of sterilization. Each salon or shop shall provide correct wet disinfection and dry storage standards at all times.

(a) Multi-use items constructed of nonporous materials such as metal, glass, or plastic for use on more than one client include, but are not limited to the following items: nail clippers, cuticle nippers, cuticle pushers, scissors, shears, reusable nail forms, manicure and pedicure bowls, foot files, glass, metal and fiberglass files, metal drill bits, tweezers, comedone extractors, brushes, combs, clips, reusable pencil sharpeners, reusable gloves, and any other metal tools/non-porous implements not listed above.

(b) Single use items shall be discarded after being used one time. These items include: buffers, emery boards, nail files, sleeves and sanders for electric files, orangewood/birchwood sticks, wooden applicator sticks or spatulas, porous foot files, pedicure slippers and toe separators, disposable gloves, paraffin liners, cotton balls, cotton strips or swabs, neck strips and muslin strips or any items that cannot be disinfected.

(2) Wet disinfection standards for tools, implements, or equipment:

(a) After cleaning, all tools, implements and equipment must be disinfected by complete saturation or immersion (enough solution to cover all surfaces of the item) for 10 minutes in an EPA-registered, hospital-grade disinfectant that is bactericidal, virucidal, fungicidal, and pseudomonacidal. The disinfecting solution must be changed daily and/or prepared according to manufacturer's directions.

(b) All tools, implements, or equipment that come in contact with blood or body fluids must be disinfected by complete immersion for a minimum of 10 minutes in an EPA registered disinfectant that is effective against HIV-1 and Human Hepatitis B Virus, or tuberculocidal that is prepared and used according to the manufacturer's directions. Autoclave is an acceptable method of sterilization.

(3) Dry storage standards for tools, implements, or equipment:

(a) All disinfected tools and implements shall be stored in a sanitary manner in a covered container. The container must be labeled to show that it contains disinfected tools and implements.

(b) Soiled and dirty tools and implements must be stored in a separate and properly labeled covered container. Soiled and dirty tools and implements shall not be used again until properly cleaned and disinfected according to the procedures stated in this rule.

(4) Hand washing is required before and between providing services to each client. An anti-bacterial soap is recommended to sanitize the hands and the exposed portions of arms before providing services and after smoking, drinking, eating, and using restrooms.

(5) Pedicure equipment cleaning and disinfection procedures to be used for all pedicure equipment that holds water including sinks, bowls, basins, pipe-less, and whirlpool spas are as follows:

(a) After each client, all pedicure units must be cleaned with a chelating soap or detergent with water to remove all visible debris, then disinfected with an EPA registered hospital-grade bactericidal, fungicidal, virucidal, and pseudomonacidal disinfectant used according to manufacturer's instructions for at least ten (10) minutes. If the pedicure unit has a foot plate, it should be removed and the area beneath it cleaned, rinsed, and wiped dry.

(b) At the end of each day of use, the following procedures shall be used:

1. All filter screens in whirlpool pedicure spas or basins for all types of foot spas must be sanitized. All visible debris in the screen and the inlet must be removed and cleaned with a chelating soap or detergent and water. For all pedicure units, the jet components and/or foot plate must be removed and any debris removed and cleaned. The screen, jet, and/or foot plate must be completely immersed in an EPA-registered, hospital-grade bactericidal, fungicidal, virucidal, and pseudomonacidal disinfectant that is used according to manufacturer's instructions. The screen, jet, and/or foot plate should be replaced after disinfection is completed and the system flushed with warm water and low sudsing soap for 5 minutes, rinsed, and drained.

2. After the above procedures are completed, the basin should be filled with clean water and the correct amount of EPA-registered disinfectant. The solution must be circulated through foot spa system for 10 minutes and the unit then turned off. The solution should remain in the basin for at least 6 to 10 hours. Before using the equipment again, the basin system must be drained and flushed with clean water.

(c) Once each week, additional procedures should be performed. After completing the required cleaning procedures for the end of the day, the basin should be filled with water that contains one teaspoon of 5.25% bleach for each gallon of water.

The solution should be circulated through the spa system for 5 to 10 minutes and then the solution should sit overnight in the basin, or for at least 6 to 10 hours. Before being used again, the system should be drained and flushed.

(d) A record or log book containing the dates and times of all pedicure equipment cleaning and disinfection procedures must be documented and kept in the pedicure area by the salon or shop and made available for review upon request by a consumer and/or an inspector from the Board.

(6) Signs shall be posted in clear view in the reception area of the salon/shop as follows:

(a) Cosmetology laws, rules, and regulations are available upon request.

(b) All cosmetology services shall only be performed on intact, healthy scalp, skin, and nails.

(c) Customers should not shave their legs the same day as receiving pedicure services to reduce the risk of infection.

(7) Signs shall be posted in clear view in the pedicure services area of the salon/shop as follows:

(a) All cosmetology services shall only be performed on intact, healthy scalp, skin, and nails.

(b) Customers should not shave their legs the same day as receiving pedicure services to reduce the risk of infection.

(c) Any razor-like implement, such as a credo blade, shall not be used to reduce the chance of injury or infection.

(d) Pumice stones shall not be reused from one customer to another to prevent the spread of bacteria.

130-5-.06 Storage of Preparations.

Creams, lotions and other cosmetics for use on patrons must be kept in sanitary, closed containers.

130-5-.07 Pets.

Pets shall not be allowed in cosmetology facilities, with the exception of animals for handicapped patrons.

130-5-.08 Protective Clothing and Footwear for Patrons.

Patrons in all Georgia Schools/salons/shops shall wear appropriate clothing and footwear to prevent exposure to potential infectious materials.

130-5-.09 Protective Clothing.

Cosmetologists, hair designers, nail technicians, and estheticians in Georgia are required to abide by all state laws for cosmetology, hair design, nail care, and esthetics. The professions of cosmetology, hair design, nail technology and esthetics are subject to the guidelines and rules promulgated by Georgia State Board of Cosmetology. Cosmetologists, hair designers, nail technicians, estheticians are also subject to the provisions of O.C.G.A. §43-1-19. Practitioners of the cosmetology profession in Georgia shall wear appropriate protective clothing for clinical services to prevent occupational exposure to potential infectious materials. Appropriate clothing and footwear may include, but not be limited to, clinical jackets, gloves and/or similar outer garments for the protection from infectious or harmful materials.

Appendix A
Georgia State Board of Cosmetology
Glossary of Legal Definitions

Master Cosmetologist

Any person who performs any one or more of the following services for compensation:

- Cuts or dresses the hair
- Gives facial or scalp massage or facial and scalp treatment with oils or creams and other preparations made for this purpose, either by hand or mechanical appliance
- Singes and shampoos the hair, dyes the hair, or does permanent waving of the hair
- Braids the hair by hair weaving, interlocking, twisting, plaiting, wrapping by hand, chemical or mechanical devices, or using any natural or synthetic fiber for extensions to the hair
- Performs nail care, pedicure, or manicuring services as defined in Nail Technician
- Performs the services of an esthetician as defined in Esthetician or Esthetics Operator

Such person shall be considered as practicing the occupation of a cosmetologist within the meaning of this Code section; provided, however, that such term shall not mean a person who only braids the hair by hairweaving; interlocking; twisting; plaiting; wrapping by hand, chemical, or mechanical devices; or using any natural or synthetic fiber for extensions to the hair, and no such person shall be subject to the provisions of this chapter. Such term shall not apply to a person whose activities are limited to the application of cosmetics which are marketed to individuals and are readily commercially available to consumers.

Hair Designer

Any person who performs any one or more of the following services for compensation:

- Cuts or dresses the hair
- Singes and shampoos the hair or dyes the hair.

Esthetician

A person who, for compensation, engages in any one or a combination of the following practices, esthetics, or cosmetic skin care:

- Massaging the face or neck of a person
- Trimming eyebrows
- Dyeing eyelashes or eyebrows
- Waxing, stimulating, cleansing, or beautifying the face, neck, arms, or legs of a person by any method with the aid of the hands or any mechanical or electrical apparatus or by the use of a cosmetic preparation.

Such practices of esthetics shall not include the diagnosis, treatment, or therapy of any dermatological condition. Such term shall not apply to a person whose activities are limited to the application of cosmetics which are marketed to individuals and are readily commercially available

to consumers.

Nail Technician

A person who, for compensation, trims, files, shapes, decorates, applies sculptured or otherwise artificial nails, or in any way cares for the nails of the hands and feet of another person.