

## Best Practices Checklist for Nail Salons –7/1/2008

Self-inspections will help you remain in compliance with the rules and regulations of the Board of the Cosmetology and the laws in Oregon. It may also reduce the numbers of violations cited during an inspection. The owner of the salon, as well as licensees working in the salon, will be cited if violations exist at the time of inspection. The following guidelines will assist you with self-inspections. The answers to all questions should be “YES” except in the “Other” section, where all answers should be “NO”.

### Section 1: Establishment License/ Employer Posting/ Recordkeeping

- Do you have a valid (not expired) facility license?
- Is the original license posted? Photocopies are not proof of licensure. Not having an original license is a violation.
- Is the ownership and address on the license correct? If not, you need to apply for a new facility license.
- Do you have a licensee in charge? There **must** be a licensee in charge for purposes of the inspection.
- If your establishment is in a private residence, does it have an entrance separate from the private living quarters entrance?
- Is everyone required to be licensed actually licensed?
- Does each licensee have a valid government-issued photo identification with him or her whenever working?
- Is the OR-OSHA poster, **Job Safety and Health**, posted in a prominent location where all employees are likely to see it?
- Are emergency telephone numbers posted where they can be readily used in case of emergency?
- Are you required to establish and implement an active safety committee for your salon? (applied if you have more than 10 employees), Did you post the Safety Committee minutes on the employee’s board?
- Are signs regarding exits from buildings and room capacity posted where required?
- Are you maintaining client records to ensure basic client information is available to safeguard the health and well being of both the client and practitioner?

### Section 2: Chemical Information and Training (Hazard Communication)

- Has your salon compiled a list of products that contain hazardous substances that are used in your workplace?
- Are staff trained on the hazards related to the products and chemicals they are using in the salon?

- Does your salon have material safety data sheets (MSDS's) for all of the chemical products used in your workplace?
- Do all staff know where the MSDS's are kept and do they understand how to read them?
- Are MSDS's translated in the appropriate language, so that staff may read them?
- Are all product and chemical containers labeled (with the name of the product and any health or safety hazard warnings), including spray water bottles?
- Are poisonous substances labeled as such?
- If only a portion of a cosmetic preparation is used, is it removed from the container so as not to contaminate the remaining portion?
- Is someone in your salon responsible for making sure products are labeled and MSDS's are available?
- Do all staff know how and when to use any personal protective clothing and equipment such as gloves and masks when needed to protect themselves from chemical contact and exposure?
- Is this protective clothing and equipment (goggles, shields, or mask) provided for employees by the facility owner?
- Are flammable or toxic chemicals kept in closed containers when not in use?
- Have staff and technicians been told what procedures to follow if products are spilled?
- Do you have a dispensing area to mix chemicals? Is the dispensing area far away from an ignition source?
- Is eating and drinking prohibited in areas where products or chemicals are used?
- Are Class ABC fire extinguishers available in the salon in an easy to reach location?
- Do staff know how to properly use the fire extinguisher?

### **Section 3: Sanitation & Infection Control**

- Do all staff wash their hands before eating, drinking or smoking, after handling product and before and after working on customers?
- Are restrooms and washrooms sanitary? Is there hot and cold running water available in the establishment?
- Is potable water provided for drinking, washing and cooking?
- Is a clean work station used for every client?
- Are work areas kept clean?
- Is a clean or disposable towel and a new pair of disposable gloves used for each customer?
- Are clean towels used for each individual (hot wash)?
- Are clean towels stored in a closed clean cabinet?

- Are disposable nail implements used on only one customer?
- Do employees wear gloves when clients skin shows signs of excretion of body fluids?
- Are manufacturer's directions followed with all foot-spa disinfectants?
- Do you have containers large enough for proper disinfecting? All (non-electrical) items being disinfected must be fully immersed. The container must be covered at all times.
- Are the high-level disinfectant and the low-level disinfectant (Quats) used for sanitation?
- Are the correct disinfection procedures being followed on both electrical and non-electrical equipment?
- Are all supplies that cannot be disinfected disposed of in a waste receptacle immediately after use?
- Is all waste disposed of promptly, so there is no accumulation? Accumulation of waste on the floor (hair) can be very dangerous and is a violation.
- Is smoking forbidden in the salon?

#### **Section 4: Air Quality**

How is your salon air quality?

- Do strong odors linger for more than 10 minutes?
- Can strong odors be detected at a distance from the source (such as the other side of the room)?
- Do you still smell product odors when you open the salon in the morning?
- Do the walls ever "sweat" with moisture or the windows become foggy?
- Does your air quality bother staff or clients?

If you answered "yes" to any of these questions, your ventilation system may not be adequate. Some of the following questions may help get at the source of your problem.

- Does the ventilation system provide the quantity of outdoor air designed into the system at the time the building was constructed of at least 25 (CFM) cubic feet of fresh air per occupant per minute? **1 & 2**
- Is the ventilation system inspected by the building owner or other agent at least annually and maintained so that it is clean and works properly?
- Is the ventilation system designed to vent to the outside, not into the general ventilation systems?
- Does your salon try to buy furnishings and materials that do not give off toxic or unpleasant vapors?
- Are ventilated tables used to keep chemicals away from salon employees and clients?

- Do all ventilated tables work properly so that vapors are pulled into the duct away from personnel?
- Are the tops of ventilated tables or other vents kept clear of any obstruction (such as towels)?
- Are nail products and other chemical containers kept closed when not in use?
- Are technicians trained to use the smallest amount of product that can effectively do the job?
- Are nail products kept in smaller-sized, properly labeled containers at the work table?
- Are metal trash cans near the work table with self-closing lids completely covered at all times?
- Is waste soaked with product kept in a sealed container before disposing of it in the trash container?

### **Section 5: Exposure to Blood or Other Body Fluid**

- Do all nail technicians understand clearly what to do if they are exposed to blood or other body substances?
- Are all at-risk employees given training once a year in Universal Precautions, safe work practices, and employers' obligations under the OSHA Blood borne Pathogens Standard?
- Is appropriate PPE provided by the employer at no cost for the task or procedures that employee will perform?
- Are all employees using PPE washing their hands immediately or as soon as feasible after removal of gloves or other PPE?
- Are employees removing PPE after it becomes contaminated, and before leaving the work area?
- Are appropriate containers present in the facility for storage, laundering, decontamination, or disposal?

### **Section 6: Ergonomics**

- Do technicians complain about body aches and pains related to working in awkward positions or repetitive motions?
- Can the work tasks be done without repetitive lifting of the arms above the shoulder level?
- Can the task be done without the employee having to hold his or her elbows out and away from the body?
- Can employees keep their hands or wrists in a neutral position when they are working?
- Can the work tasks be done without having to stoop the neck and shoulders to view the work?
- Are there sufficient rest breaks to relieve stress from repetitive-motion tasks?

- Are tools and instruments shaped, handled, and used in positions so that tasks can be performed comfortably?
- Are all pieces of furniture adjusted, positioned, and arranged to minimize strain on the body?

**Section 7: Others (All answers should be “NO”)**

- Do employees carry supplies or instruments on or in their garments? This includes scissors, holsters, and hair clips.
- Is the establishment used for sleeping or residential purposes?
- Is the establishment used for any purpose or in any way that would make it unsanitary?
- Are there any illegal metal instruments being used or stored in the establishment, such as metal scrapers graters, etc.?
- Are there any supplies or equipment in the facility that are out of the ordinary or inappropriate for the type of business conducted, e.g., chemicals, scalpels, medical supplies, etc.?

These questions should help you start to evaluate your salon to provide the healthiest, safest and most comfortable workplace for you, your staff and the public.

There are many resources available to help you improve the health, safety and infection control practices of your salon. should you need help to improve your salon. Here are some references to state requirements and other ideas:

1- 2007 Oregon Mechanical specialty code, Chapter 4 Ventilation, Section 403, Table 403.3

- Exhaust system shall capture the contaminants and odors at their source or point of use
- The amount of outdoor air being brought into the area has been modified to require 50 cubic feet per minute (CFM) at each station instead of 25 CFM per person specifically for any salon providing nail technology.

2- ASHRAE Standard for General Mechanical Ventilation System in Cosmetology Salons are;

Ventilation Rates 25 CFM fresh outside air per person

Relative Humidity 30% to 60%

Temperature Winter 68 to 74; Summer 73 to 79

**More Information:**

Oregon OSHA Consultation

<http://www.orosha.org/consultation.html>

Oregon Board of Cosmetology

<http://egov.oregon.gov/OHLA/COS/index.shtml>

Oregon Board of Cosmetology Laws and Rules for Cosmetology

[http://egov.oregon.gov/OHLA/COS/COSlaws\\_rules.shtml](http://egov.oregon.gov/OHLA/COS/COSlaws_rules.shtml)

CROETweb from CROET at OHSU

[www.croetweb.com](http://www.croetweb.com) (homepage)

<http://www.croetweb.com/links.cfm?subtopicID=582> (nail salons)

[Protecting the Health of Nail Salon Workers - Updated March 2007 \(PDF\)](#)

<http://www.epa.gov/dfe/pubs/projects/salon/nailsalonguide.pdf>

### **References:**

Controlling Chemical Hazards during the Applications of Artificial Fingernails

<http://www.cdc.gov/niosh/hc28.html>

King's Lynn & West Norfolk Nail Salons

<http://www.west-norfolk.gov.uk/pdf/Nail%20Salons.pdf>

Best Shop Practices Checklist for Workers

<http://www.epa.gov/dfe/pubs/projects/salon/nailsalonguide.pdf>

Safety in Nail Salons

<http://www.labsafety.com/refinfo/ezfacts/ezf281.htm>

Occupational Health Hazards in Nail Salons

[http://www.ohcow.on.ca/resources/handbooks/nail\\_salon/Nail\\_Salons.pdf](http://www.ohcow.on.ca/resources/handbooks/nail_salon/Nail_Salons.pdf)

Best Practice Advice for Nail Technicians and Salon Owners

[http://www.gedling.gov.uk/drpnail\\_salons\\_leaflet.pdf](http://www.gedling.gov.uk/drpnail_salons_leaflet.pdf)

Health Hazards Associated with Toxic Exposure at Nail Salon, Glossed Over

<http://www.womenandenvironment.org/campaignsandprograms/SafeCosmetics/WVE.NailSalon.Report.pdf>

HSE SR 13: Nail bars

<http://www.hse.gov.uk/pubns/guidance/sr13.pdf>

Salon Sanitation Checklist-General

<http://www.noexcusessafetytraining.com/courses/sanitation/SalonCL.pdf>

Ventilation & Air Quality

[http://www.cbs.state.or.us/external/osha/standards/checklists/ventilat\\_4\\_air\\_quality.doc](http://www.cbs.state.or.us/external/osha/standards/checklists/ventilat_4_air_quality.doc)

Flammable and Combustible Liquids

[http://www.cbs.state.or.us/external/osha/standards/checklists/flamm\\_combust\\_mats.doc](http://www.cbs.state.or.us/external/osha/standards/checklists/flamm_combust_mats.doc)

Personal Protective Equipment

[http://www.cbs.state.or.us/external/osha/standards/checklists/personal\\_protect equip.doc](http://www.cbs.state.or.us/external/osha/standards/checklists/personal_protect equip.doc)

Hazard Communication

[http://www.cbs.state.or.us/external/osha/standards/checklists/hazard\\_com.doc](http://www.cbs.state.or.us/external/osha/standards/checklists/hazard_com.doc)

Environmental Controls

[http://www.cbs.state.or.us/external/osha/standards/checklists/environmental\\_cntrls.doc](http://www.cbs.state.or.us/external/osha/standards/checklists/environmental_cntrls.doc)