16-Hour Cosmetology Review Sheet

AIDS/HIV Discussion: The objective for this section is to instruct and inform cosmetologists regarding the subject of HIV, AIDS, and other communicable diseases. There are discussions on the following: how to recognize the modes of transmission for HIV/AIDS and other communicable diseases; how to understand infection control procedures, clinical management and prevention of HIV/AIDS and other communicable diseases; and how to develop an appropriate attitude when dealing with persons who may have HIV/AIDS or other communicable diseases.

- Remember the following:
  - HIV stands for Human Immunodeficiency Virus
  - HIV and AIDS are NOT curable diseases
  - AIDS can be transferred through the following methods:
    - Blood
    - Body fluids
  - The ONLY way to know that you have HIV is to be tested. There are many different methods for testing for HIV, which include:
    - Blood test
    - Urine test
    - Oral-fluid test
    - Rapid HIV test
    - Home test kits
    - RNA test
  - There are many communicable diseases that may be encountered in the cosmetology work environment, including:
    - Ringworm
    - Head lice
    - Tuberculosis
    - Viral Hepatitis
  - Remember that barrier protection is a way to protect you from the spread of HIV, AIDS, and communicable diseases. Hand-washing is one of the most effective ways to prevent the spread of germs.

Sanitation and Sterilization: This course section discussed: bacteria as it pertains to the workplace; sanitation and sterilization as it pertains to cosmetology establishments; focused on some general, universal standards of cleanliness that are necessary for establishments and employees in a workplace; defined what a disinfectant is, and what an antiseptic is, as well as the guidelines for use regarding both. Additionally, the topics of bloodborne pathogens, Hepatitis B, and exposure control plans were discussed, as well as specific requirements for cleanliness outlined by the EPA.

- Remember the following:
- Bacteria can be prevented effectively by washing your hands
- Antiseptics are agents that are used on LIVING tissue
- Disinfectants are chemicals used on NON-LIVING things
- Your employer should create an exposure control plan (also called an ECP) which will be updated annually and describe how employers will handle exposure incidents, maintain housekeeping, provide training, etc.
- There are specific guidelines and requirements for sterilization and sanitation of the following:
  - Tools (electrical and non-electrical)
    - Combs and brushes, metal tools, manicure and pedicure tools
  - Air-jet basins

*Occupational Safety and Health Administration (OSHA) Regulations: Our objectives throughout this lesson are to: Explain the importance of OSHA to workers; explain worker rights under OSHA; discuss employer responsibilities under OSHA; discuss the use and importance of OSHA standards; explain how OSHA inspections are conducted; and explain the worker safety and health resources available.*

- Remember the following:
  - OSHA stands for “Occupational Safety and Health Administration”
    - OSHA’s mission is to assure the safety and health of America’s workers by providing training, outreach, education, and establishing partnerships.
  - Material Safety Data Sheets (MSDS) contain important information regarding hazardous chemicals in the workplace and how to safely handle and work with them. Every chemical in your workplace should have a MSDS.
  - Remember that there are also plenty of outside resources available to you regarding safety and health in the workplace including:
    - OSHA Training Institute Education Centers (OTIEC) and other University occupational and environmental health programs
    - Doctors, nurses, and other health care providers
    - Public libraries have books, journals and magazines, the Internet

*Workers’ Compensation and Florida Law: The Florida Division of Workers’ Compensation is instituted in order to provide compensation for disabilities. Chapter 440 of Title 31 in the 2011 Florida Statutes details this in its Workers’ Compensation Law. Throughout this lesson, we discussed what constitutes workers’ compensation, and when employers are and are not required to pay for compensation. Additionally, we discussed what compensation looks like in the workplace.*

- Remember the following:
  - “Accident” does NOT encompass any injury sustained on the job.
  - There are four major categories of disability:
    - Permanent total disability
Temporary total disability
- Permanent impairment
- Temporary partial disability

The statewide average weekly wage is determined by the Department of Economic Opportunity.

State and Federal Laws: Anyone wishing to practice cosmetology in the state of Florida, or truly anywhere else in the country must adhere to certain rules and standards set forth by the local, state, and federal governments. Throughout this lesson, we discussed specific laws and regulations that are designed to protect the consumer.

- Remember the following:
  - The FD&C Act stands for the “Florida Drug and Cosmetics Act”
  - The Board of Cosmetology is:
    - Created and established with the Department of Business and Professional Regulation
    - Made up of seven members
      - Five of the seven are licensed cosmetologists
      - Two are laypersons
  - There are three different types of hazard control:
    - Engineering controls – elimination/minimization of the hazard
    - Administrative controls
    - Personal protective equipment

Chemical Makeup as it Pertains to Hair, Skin, and Nails: In this lesson we discussed the anatomy of the hair, skin, and nails. In addition to anatomy, we also covered why knowing the chemical makeup of these organs is important in regards to the field of cosmetology. We also discussed what chemicals cosmetologists will encounter in their establishments that may harm these vital organs, and how to best prepare to protect themselves as well as their clients from such hazards.

- Remember the following:
  - Hair and nails are made up of a protein called keratin.
  - There are three distinct phases of growth:
    - Anagen
    - Catagen
    - Telogen
  - The nail can be classified into five different sections:
    - The nail plate
    - The nail bed
    - The nail folds
    - The cuticle
    - The nail matrix
Beu’s lines, brittle nails, koilonychia, leukonychia, pitting, and ridges are all abnormalities that are typical and occur in the nail.

Environmental Issues: Throughout this lesson, we discussed a variety of environmental issues that occur in and around the workplaces of cosmetologists. We discussed how to prevent hazards, including fire, slipping, electrical and chemical hazards. We briefly touched on the topic of tanning beds as they pertain to environmental safety. We also discussed pollution within the workplace, and in particular highlighted the importance of the Florida Clean Indoor Air Act. We concluded our discussion on environment by outlining what a Medical Safety Data Sheet (or MSDS) is, and why it is important to include this in the workplace and know about its contents.

- Remember the following:
  - A copy of the MSDS should be kept in the salon, ready for use at any time.
  - There are many different hazards that can potentially occur in the workplace, including:
    - Fire hazards
    - Electrical hazards
    - Slipping, Tripping, and Fall Hazards
  - There are a variety of hazardous substances that exist in a cosmetology establishment and must be handled properly.
  - Examples of safety control methods include:
    - Elimination
    - Substitution
    - Isolation
    - Engineering
    - Administrative
    - Personal Protective Equipment (PPE)