

Custodial Operations Policy and Procedures

8.12 Hairdressing and hygiene

Policy summary

Corrective Services NSW (CSNSW) in line with Work Health and Safety (WH&S) procedures require all managers, supervisors and employees to detect, report and correct any potentially unsafe activities or unhealthy conditions.

Authorised officers, training facilitators, and inmate hairdressers and barbers, must have training and knowledge about infection control and the use of standard precautions to prevent infection.

Standard precautions must be maintained in hairdressing and barbershop activities and all reasonable steps taken to prevent potential risks of transmission of blood borne communicable diseases.

Management of Public Correctional Centres Service Specifications

Service specification	Decency and respect Professionalism and accountability
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Scope

This section applies to all correctional centres and other facilities administered by or on behalf of CSNSW.

It also applies to all CSNSW employees, and where relevant to other personnel such as Justice Health and Forensic Mental Health Network (JH&FMHN), contractors, subcontractors, and visitors.

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1 Hairdressing and hygiene

1.1 Policy

CSNSW requires all managers, supervisors and employees to detect, report and correct any potentially unsafe activities or unhealthy conditions (**refer to COPP section 15.1 Safe work practices**). This includes ensuring that standard precautions are maintained, and that all reasonable steps are taken to prevent potential risks of transmission of blood borne communicable diseases.

NSW Health recommends that all barbers and hairdressers have knowledge about infection control and use standard precautions to keep both clients and barbers and hairdressers safe from infection (*Hairdressing and barbers – hygiene standards, 2013*).

1.2 Operational specifications

Hairdressing and Barbershop activities should be conducted using standard precautions (**refer to COPP section 6.5 Infectious and communicable diseases**), and in an area that meets the specified requirements, including:

- good lighting
- a chair or stool of suitable height so that the barber/hairdresser do not need to bend forward
- hairdressing scissors, if approved by the Governor
- clippers with detachable plastic combs over the blade
- paper towels and waterproof dressings
- brush for cleaning clippers
- machine oil for lubricating clippers
- a clean table or other clean surface for placing equipment on
- access to disposable gloves and protective eyewear
- access to warm running water and detergent
- access to electrical power outlet
- access to broom, dustpan, and general waste bin
- access to an area with FINCOL.

The WH&S Committee at each centre is responsible for inspecting the barber and hairdressing shop every quarter to ensure that all aspects of WH&S are implemented, complied with, and that the correct equipment is being used (**refer to COPP section 21.9 Governance structures**).

1.3 Role of the Governor

The Governor must authorise one or more trained officers to oversight inmate hairdresser/barbershop activities and equipment in each correctional centre they manage. At least one authorised officer must be on duty when the hairdresser/barbershop is in operation.

1.4 Role of the authorised officer

An officer authorised to oversee hairdressing and barbershop activities must be adequately trained, and have completed the *Communicable Diseases* training module delivered by the Brush Farm Corrective Services Academy (BFCSA).

The authorised officer has discretion to close the hairdresser/barbershop if discovering any unacceptable practices or equipment, and this must be reported to the Governor.

In overseeing hairdressing/barbershop activities, the authorised officer is responsible for:

- ensuring that inmate barbers and hairdressers have completed the Health Survival Program delivered by Offender Services & Programs (OS&P) staff
- ensuring that inmate barbers and hairdressers have completed the Barber/Hairdresser Hygiene and Safety Training delivered by Corrective Services Industries (CSI) staff/Education staff who have completed BFCSA's *Communicable Diseases* training module
- ensuring that a system is implemented and maintained for booking haircut appointments and conducting haircuts by inmates (**refer to subsection 1.5 *Booking appointments***)
- ensuring that a copy of the procedures for a barbershop/hairdressing facility are displayed on the wall of the barbershop and hairdressing facility (**refer to subsection 1.6 *Procedures for barbershop/hairdressing facilities***)
- the oversight of the barbershop/hairdressing activities and equipment. This includes undertaking regular checks that all aspects of WH&S are implemented and the correct equipment is being used
- ensuring that procedures for blood clean-up are implemented and followed (**refer to subsection 1.7 *Procedures for blood clean-up***)
- reporting any variation from acceptable practice and equipment immediately to the Governor

1.5 Booking appointments

Procedures for booking an appointment for a haircut must be established in the centre and include instructions that:

- inmates are to be advised at the time of making an appointment that direct blade-to-skin contact (zero haircuts) will not be done by any barbers/hairdressers
- inmates are encouraged to have clean hair before attending the barbershop/hairdresser
there be 10-15 minutes between clients to give adequate time for cleaning the area and the clippers.

1.6 Procedures for a barbershops/hairdressing facility

	Procedure	Responsibility
1.	<p>Before starting to cut hair, inmates must:</p> <ul style="list-style-type: none"> • wash and dry hands • cover any cuts with waterproof dressings <p>advise that there is to be no blade-to-skin contact and that a plastic detachable comb (supplied with clippers) must be used at all times.</p>	Authorised officer
2.	<p>At the end of barbering/hairdressing session, inmates must:</p> <ul style="list-style-type: none"> • remove detachable comb and metal cutting blades from clippers (or scissors if used) and clean with brush under warm running water and detergent • dry detachable comb (or scissors) and metal cutting blades with paper towels and reattach metal cutting blades when thoroughly dry • lubricate metal cutting blades with three drops of sewing machine oil <p>attach electric charger to clippers to charge for next session.</p>	Authorised officer
3.	<p>After each haircut inmates must:</p> <ul style="list-style-type: none"> • clean plastic detachable comb (or scissors if used) under warm running water and detergent with brush • dry comb (or scissors) with paper towels • Inspect metal cutting blade of clippers (or scissors) for blood (refer to 1.4 Procedures for blood clean-up) • brush any hair from metal cutting blade before next usage. <p>return all equipment to the OIC.</p>	Authorised officer

1.7 Procedures for blood clean-up

The authorised officer must ensure that the following procedures are implemented by inmate barbers/hairdressers in the event of cut or blood on the clippers:

	Procedure	Responsibility
1.	Stop work and notify the OIC.	Authorised officer
2.	Put on gloves and protective eyewear.	Authorised officer
3.	Takes all equipment to the area where approved disinfectant (Fincol) is available.	Authorised officer
4.	Remove metal cutting blade from clippers.	Authorised officer
5.	Wash the detachable comb, scissors and metal cutting blade with the brush under warm running water.	Authorised officer

	Procedure	Responsibility
6.	Wash the detachable comb, scissors and metal cutting blade and brush in Fincol. Fincol must be used for cleaning the equipment if skin is cut.	Authorised officer
7.	Rinses the above equipment again under clean running water.	Authorised officer
8.	Discard the gloves and then wash and dry hands.	Authorised officer
9.	Dry all equipment with paper towels.	Authorised officer

2 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

3 Definitions

Authorised officer	The officer authorised by the Governor to perform the functions prescribed as part of the Custodial Operations Policy and Procedures.
BFCSA	Brush Farm Corrective Services Academy
COPP	Custodial Operations Policy and Procedures
CSI	Corrective Services Industries
JH&FMHN	Justice Health & Forensic Mental Health Network
OS&P	Offender Services & Programs
WH&S	Work Health and Safety
FINCOL	FINCOL is the only approved disinfectant for use in NSW correctional centres. FINCOL is classified as a “hazardous chemical” which means a current copy of its <i>Safety Data Sheet</i> (SDS) must be kept in each unit where FINCOL is stored or used. FINCOL must be dispensed at the correct concentration from approved locked dispensers.
SDS	Safety Data Sheet which contains all information required to enable safe use, storage, transport and disposal of a chemical. Staff must be familiar with the SDS information and ensure compliance with safety requirements.
Standard Precautions	Standard precautions refers to the practice of assuming that everyone may be infectious, and so avoiding contact with other peoples’ body substances by the means of wearing non-porous protective equipment as barriers.
Training facilitators	CSI or Education staff who have completed the <i>Communicable Diseases</i> training module provided by BFCSA

4 Document information

Business centre:	Custodial Operations	
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1.0		Initial publication (<i>Replaces section 7.24 of the superseded Operations Procedures Manual</i>)
1.1	25/03/19	Updated to include requirement for training facilitators to have completed <i>Communicable Diseases</i> training module
1.2	12/03/20	General formatting update and improvements
1.3	17/11/20	Inclusion of the requirement to use detergent with warm running water throughout the policy and procedures.