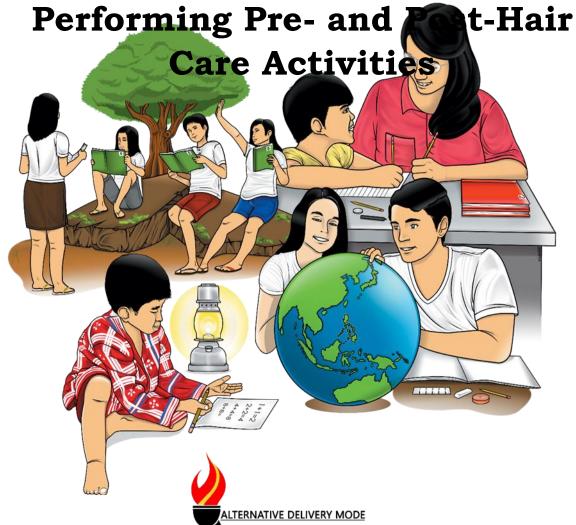




# Technology and Livelihood Education Barbering

Quarter 1 – Module 1: (Lesson 4)



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TLE – Grade 9 Alternative Delivery Mode

Quarter 1 - Module 1: Performing Pre- and Post-Hair Care Activities

**Lesson 4: Perform Post-service Activities** 

First Edition, 2020

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#### **Development Team of the Module**

Writers: Naomi H. Limbaga

Editor: Brenda R. Cantil, Norviňa A. Tubongbanua

Reviewers: Glyn V. Sayson, Alma M. Beton

Illustrator: Jaypee C. Raguro, Vergil S. Manalili

Layout Artist: Naomi H. Limbaga

Management Team: Isabelita M. Borres

Eugenio B. Penales Sonia D. Gonzales Majarani M. Jacinto Juliet A. Magallanes Florencio R. Caballero

Alma D. Belarmino

Printed in	the Philippines by	
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Department of Education – Region IX

Office Address: Regional Center, Balintawak, Pagadian City

E-mail Address: <a href="mailto:region9@deped.gov.ph">region9@deped.gov.ph</a>

# Technology and Livelihood Education Barbering

Quarter 1 – Module 1 Lesson 4: Perform Post-service Activities



## **Introductory Message**

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-bystep as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Note to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher of facilitator.

Thank you.



# What I Need to Know

This module covers the knowledge, skills and attitudes in performing post-har care activities.

This module focuses on LO 4. Perform Post-service Activities

At the end of the lesson, the learners are expected to:

- a. Clean premises according to OHSS (Occupational Health and Safety Standards) requirements.
- b. Sanitize tools and materials according to OHS standards.
- c. Store equipment according to OHSS requirements.
- d. Segregate waste materials according to OHSS.



# What I Know

#### **Pre-Test**

Direction: Supply the correct answers to the following questions. Write the letter of your answer to your activity notebook.

- 1. Who has more responsibility for workplace safety?
  - a. The barber
  - b. The barber's assistant
  - c. The owner of the shop/salon
  - d. The utility personnel
- 2. It is anything at a workplace with potential to cause harm injury or, illness to people, damage to property or harm to the environment.
  - a. Dirt
  - b. Barrier
  - c. Chemical
  - d. Hazard
- 3. Where should information be found regarding the use and disposal of disinfectants?
  - a. From the salon/shop owner
  - b. On the product sheet or side of the container (manufacturer's instruction)
  - c. On the internet
  - d. At the local library

4.	All hair must be swept from the floor as soon as possible after each client and disposed of immediately into a  a. lidded, general waste bin b. unlidded, chemical waste bin c. plastic bin d. trash can
5.	All tools used on a customer shall be cleaned and sterilized before each customer use because  a. the next customer is delicate.  b. the hairdresser is more delicate.  c. the tools must have been contaminated already that may infect the next customer.  d. that is the way to attract more customers
6.	<ul> <li>Combs, brushes. Rollers, etc. should be cleaned by</li> <li>a. being immersed and scrubbed under water to minimize aerosols and splashing.</li> <li>b. brushing above water level</li> <li>c. rinsing it with a very cold water</li> <li>d. tapping it in a lavatory.</li> </ul>
7.	The use of water on clippers may lead to corrosion, due to the water penetrating the clipper heads. Use alcohol-based products instead because  a. they give a cooling effect to the clippers.  b. these products evaporate and are non-corrosive.  c. of its cleaning effect.  d. Alcohol-based products are disinfectants
8.	Why is it necessary to use a separate waste bin for the different type of hair salon / barber shop waste?  a. To avoid contamination b. To maintain cleanliness in the area. c. To easily determine which is a complete garbage, reusable and recyclable from among the waste materials. d. For easy pickup of the garbage collectors

- 9. Cut hair can be made into wigs. If you do that, what exactly are you doing?
  - a. You are recycling.
  - b. Preventing the hair to be disposed
  - c. Helping the salon/shop to earn more.
  - d. Saving mother Earth
- 10. Why is labeling important in storing hair salon/barber shop equipment/tools/materials and even in waste segregation?
  - a. For safety reasons
  - b. To avoid contamination
  - c. For artistic consideration
  - d. Both a and b

# Lesson 4

# **Barbering: Performing Postservice Activities**

In this lesson, you will learn how to clean premises, store tools and equipment, sanitize tools/equipment. And segregate waste in a hair salon and/or barber shop.



## What's In

Direction: Observe the 2 pictures below. Describe their hair salon condition. Write your answer in the space provided.



BrenDon's Barbershop



GlyNeek's Barbershop



Notes to the Teacher

Now as we go along, you will learn to post service activities in a hair salon. You still have a lot to learn from the next pages of this module. Aja!



PROBLEMS. What do you know about these? The following are problems that hair salon/barber shops need to face. What should we do about them?

Copy this table in your activity notebook and complete this table by writing your answers in the columns provided for.

Problem	What we know	What to do
Cleanliness		
Sanitation		
Storage of tools/materials/equipment		
Waste Segregation		



### What is It

#### Words to learn:

- Disinfectant a chemical liquid that destroys bacteria.
- Hazard a danger or risk.
- Launder wash, or wash and iron, (clothes or linens).
- ➤ Premises a house or building, together with its land and outbuildings, occupied by a business or considered in an official context.
- Sanitation conditions relating to public health, especially the provision of clean drinking water and adequate sewage disposal.
- > Segregate set apart from the rest or from each other; isolate or divide.
- Sterilize make (something) free from bacteria or other living microorganisms.
- Reduce make smaller or less in amount, degree, or size.
- Reuse the action of using something again.
- Recycle convert (waste) into reusable material.

#### Premises cleaning

- a. After every service of a client, everything must be in its proper place clean.
- b. A routine and regular cleaning schedule of the premises is required. Routine cleaning should include:
  - cleaning of bench tops, mirrors, chairs, drawers, basins, sinks, floors and skirting boards;
  - use of a detergent based cleaner;
  - mops and other cleaning equipment must be washed in detergent and water and stored dry after use.
- c. Disinfectants are not to be used for routine environmental cleaning as they do not have cleaning properties. They should only be used when blood or other body fluid has contaminated a surface. The surface must be cleaned with detergent and water prior to the application of the disinfectant. Disinfectants should be used as per manufacturer's instructions.
- d. All hair must be swept from the floor as soon as possible after each client and disposed of immediately into a lidded, general waste bin.
- e. Equipment used for cleaning the premises must be kept clean and in good repair.
- f. A regular pest control program should be undertaken to ensure the control of pests.

# IMPORTANT: If a client's skin comes in contact with a surface, you must clean and disinfect the surface immediately after the service.

#### **Equipment Cleaning**

All tools used on a customer shall be cleaned and sterilized before it will be used to another customer. Combs shall be cleaned after each customer use.

Equipment must be cleaned after each client use.

Blades used for shaving, including neck shaving, must be disposed of after each client use into a designated sharps container. Blades must not be reused.

- a. Combs, brushes, rollers etc. should be cleaned as follows:
  - Remove all visible hair or other materials from the equipment;
  - Rinse under warm running water to remove loosened debris;
  - Fill a sink or bowl with warm water and detergent;
  - The equipment should be immersed and scrubbed under water to minimize aerosols and splashing;
  - Rinse in warm to hot water to remove any residue;
  - All equipment should be dried after the cleaning process using a clean dry cloth; and
  - Visually inspect the cleanliness of all items.
- b. Scissors should be cleaned after each client as follows:
  - Using a cloth remove all visible hair, paying attention to the hinge joint;
  - Clean as per manufacturer's instructions; and
  - Dry with a clean cloth.

- c. Clipper cleaning
  - Using a small brush remove any hair from the clippers;
  - Wipe over all parts of the clippers with a 70% alcohol preparation (small alcohol wipes in individual sachets are ideal for this); and
  - Allow to dry before reusing.

Important: Clipper cleaning is the only exception to the rule of cleaning with a detergent based product prior to applying a disinfectant. The use of water on clippers may lead to corrosion, due to the water penetrating the clipper heads. Use alcohol-based products instead. They evaporate and are non-corrosive.

To clean and disinfect electrical and electronic tools, after each use:

- a. Remove all removable parts (plastic guards, nonmetal removable parts, metal guards, clipper blades, etc.).
- b. Wipe or brush all product residue, hair, and other visible debris from the surface of the tool.
- c. Disinfect the item's surfaces (including body, handle, and cord) and removable parts with an Environmental Protection Agency (EPA)-registered, hospital-level disinfectant spray or wipe.
- d. Clipper blades that are not detachable must have the hair removed using a disinfected brush or a blade wash, and the clipper blade must be disinfected with a hospital-level disinfectant spray. The surfaces must remain wet with the spray or wipe disinfectant for the contact time listed on the disinfectant label. As always, you must follow the manufacturer's directions.

#### **Equipment Cleaning Requirements**

Equipment	Reason/Risk	When	How	Additional
				Information
Safety razors	Potential for	After each	Dispose of	Use a new
Straight Edge	skin	client	blade/	blade for
razors	infections or		razor into	each client.
with <b>changeable</b>	blood-borne		sharps	Blades must
single use	virus		container. Wash	never be
blade only	transmission		the	reused
			handle in warm	
			water	
			and detergent.	
			Rinse	
			in hot running	
			water.	
			Dry with clean	
			cloth	
Electric Clippers	Potential for	After each	Remove hair.	
	infection	client	Wipe	
	transmission		clipper blade	
			attachment with	
			a	
			70% alcohol	
			wipe	

Scissors	Potential for infection transmission or infestation	After each client	Use a cloth to remove all visible hair. Especially check the scissor hinge joint. Clean as per manufacturer's instructions. Dry with a clean cloth	
Combs Hairbrushes Neck brushes Hair pins/clips Rollers	Potential for infection or infestation	After each client and if dropped on the floor	Remove any hair. Wash in warm water and detergent. Rinse in hot running water. Dry	
Scissors/combs/ Hairpins, etc. exposed to blood	Potential for blood-borne virus transmission	As soon as possible after scissors have been exposed to blood (attend to injury first). This must be done prior to re-use	Wash in warm soapy water; Dry with cloth. Wipe with 70% alcohol, allow to dry	Where possible dispose of any items that have pierced the client or hairdresser's skin
Clippers exposed to blood	Potential for blood-borne virus transmission	As soon as possible after clippers have come into contact with blood (attend to injury first)	Clean and disinfect	
Dye mixing bowls	Potential for contamination	After each client	Wash in warm water and detergent. Rinse. Dry with cloth	Store dry

Towels	Potential for infection if previous client has skin lesions or infection	After each client	Launder	
Cloth neck wraps/ capes/gowns	Potential for infection if previous client has skin lesions or infection	After each client unless clean towel/ paper is used around neck	Launder	
Equipment trolley	Prevention of dust and hairs from accumulating or contaminating clean equipment	At least weekly, more frequently if required	Use cloth to remove hair. Wash with warm water and detergent. Dry with cloth	Cover when not in use

#### **Storing Items**

After a hairdo to a client, all utensils/tools and material used must be cleaned and disinfected then stored in a clean, dry, debris-free environment which includes but not limited to drawers, cases, tool belt, rolling trays. They must be stored separate from soiled or used utensils/tools.

Disinfected items must not meet contaminated or non-disinfected items. This includes the items you prepare to use right before a service; they must not meet surfaces that have not been disinfected.

#### a. Laundered Items

Each towel, robe, and linen used to cover or protect customers must be used only once and then be:

- 1. Laundered with detergent and hot water in a washing machine
- 2. Dried on the hottest setting in a clothes dryer
- 3. Immediately stored in a clean, covered container
- 4. Plastic or nylon capes and aprons may be washed in a machine and dried on any setting in a dryer or may be disinfected with a spray disinfectant.
- 5. You must store used or soiled towels, linens, and capes in closed containers labeled "used."
- 6. Towels and other laundered items must be properly cleaned and stored. A commercial linen service shall be used if not done on the premises.

#### b. Shears and Razors

Shears and razors are not required to be washed, but must be wiped to remove hair, product residue, and skin debris, and then disinfected with an EPA-registered, hospital-level disinfectant spray or wipe after each use. The surfaces must remain wet with the spray or wipe disinfectant for the contact time listed on the disinfectant label.

#### c. Electrical and Electronic Tools

Electric clippers, flat irons, blow dryers, high frequency wands, esthetic machines, steamers, diffusers, or other electric or electronic tools must be cleaned and disinfected after each use, including the body, handle, and attached cord.

Disinfected electrical and electronic tools must be stored when not in use. Acceptable storage includes a clean and disinfected surface, stand or hook, or closed container, cupboard, or drawer.

#### **Waste Segregation**

#### **Good practice**

Set up a recycling station in your workplace and make sure you can separate the types of waste you produce. Make sure staff use it and encourage clients to use it too.

This will allow you to reuse or recycle key materials. Once you can see what types of waste you produce, and what makes up the most of your waste, you can take steps to reduce waste.

You can look at ways to avoid producing waste in the first place.

#### **Reduce waste**

Use products carefully – consider dispensing products in measured amounts using pump dispensers or measures. This will reduce the volume of waste produced, and over time this will amount to savings on waste costs.

Using less shampoo, dyes, and other products can be done without reducing the quality of the service. Mix only what you need, and always completely empty product bottles before discarding. It will reduce waste, and the number of products ending up in the sewers.

Try and use products with a longer shelf-life.

You could reduce paper use, by emailing or texting clients' appointments rather than giving paper slips.

Paper towels are often used in salons to prevent hair and hand dryers from blowing dust and chemicals around. These could be replaced with paper dispensers that will deliver a single sheet at a time. This prevents numerous towels being pulled out at once.

#### Reuse

Look for products that you can buy in bulk and use to refill dispensers. This prevents throwing out containers, bottles and cans.

Use pump dispensers instead of aerosols – this means the dispensers can be refilled instead of throwing away cans.

Cut hair can be reused to make wigs and you will be contributing to a good cause.

#### Recycle

All waste collectors, when collecting wastepaper, metal, plastic or glass must ensure that those wastes are collected separately. To ensure this takes place efficiently and effectively you should take all measures possible to segregate your wastes.

#### **Hazardous Waste Best Practices**

The most important and first step salon or spa owners and managers should take is making sure a waste management compliance program is set in place. Below are several best practices for bagging, separating and storing hazardous waste items that will help ensure the safety and compliance of your program:

- a. Properly seal items.
  - Prior to storing any hazardous waste items in a bin, place them individually in a sealed plastic bag. This will keep items from mixing and causing a reaction.
- b. Use separate bins.
  - Incompatible hazardous waste items must remain separate. It's recommended to use designated bins for each type of hazardous waste category: aerosols and flammables, toxics, corrosive acidic, corrosive alkaline (basic), oxidizers and universal waste.
- c. Label containers properly.
  - Once the initial item is placed within a bin, label the container as hazardous waste and include the accumulation start date and an indication of the hazardous characteristic of the waste. Should an inspector ever visit your salon, proper labeling is one of the first things they will evaluate.
- d. Scout a safe storage area.
  - Store accumulation bins in a dedicated, clean and neatly organized hazardous waste area. Make sure bins are stored away from heavy traffic areas, electrical panels, perishable or consumable product storage and dock doors. Once stored properly, hazardous waste disposal should be done in accordance with state and local regulations.



#### **ENRICHMENT ACTIVITIES**

#### **Activity 1: WORD SEARCH**

Direction: In the table below, look for the 10 hidden words that have something to do about post service activities in a hair salon. Write your answer in your activity notebook.

D	Ε	W	S	R	Ε	С	Υ	С	L	Ε	Т
S	ı	Р	Α	Е	L	Α	U	Ν	D	Ε	R
Е	S	S	Ν	Ε	G	Α	R	Ε	Т	Α	S
G	Т	Α	-	Р	R	Ε	М	1	S	Ε	S
R	Ε	N	Т	Ν	S	R	Ε	כ	S	D	Н
Е	R		Α	-	F	L	Α	כ	Ν	D	Α
G		Т	Т	Т	R	Е	D	כ	C	Ε	Z
Α	L	Α	-	R	D	כ	C	Е	V	R	Α
Т	ı	Т	0	Ε	Α	Q	U	Т	Ε	V	R
Е	Z	ı	N	U	N	Α	Т	ı	Α	S	D
S	Ε	0		S	-	R	Т	1	0	Ν	Ε
Ε	G	N	Α	Ε	Т	R	L	I	R	Ε	Т

DISINFECTANT
HAZARD
LAUNDER
PREMISES
REDUCE
REUSE
RECYCLE
SANITATION
SEGREGATE
STERILIZE

#### Activity 2. Get Me A Pair!

**Direction:** Copy the following in your activity notebook. Use a line to pair the boxes below according to description.

- 1. Cleanliness in the premises
- 2. Sanitation of tools
- 3. Storing of Equipment
- 4. Waste segregation

- **a.** After a hairdo to a client, all utensils/tools and material used must be cleaned and disinfected then stored in a clean, dry, debris-free environment
- **b.** Set up a recycling station in your workplace and make sure you can separate the types of waste you produce
- **c.** Disinfect the item's surfaces (including body, handle, and cord) and removable parts with an Environmental Protection Agency (EPA)-registered, hospital-level disinfectant spray or wipe.
- **d.** All hair must be swept from the floor as soon as possible after each client and disposed of immediately into a lidded, general waste bin.



Direction: Answer the following questions. Write your answers on your activity notebook.

1. Why is it important to clean the premises of your hair salon / barbershop?

Cleaning the salon premises is very important because

2. Why is segregation of waste products in hair salon / barber shops very important?

Waste segregation in a hair salon or barber shop is very important because

3. Why is it necessary to label the bin as to the type of waste we put into?

It is necessary to label the waste bin as to the type of waste we put into so that



Group the following statements according to its correct post service activity.

Clean Premises	Sanitize Tools	Store Equipment	Waste Segregation

- 1. Prior to storing any hazardous waste items in a bin, place them individually in a sealed plastic bag.
- 2. You must store used or soiled towels, linens, and capes in closed containers labeled "used."
- 3. Once the initial item is placed within a bin, label the container as hazardous waste and include the accumulation start date and an indication of the hazardous characteristic of the waste.
- 4. Disinfected items must not meet contaminated or non-disinfected items.
- 5. Wipe or brush all product residue, hair, and other visible debris from the surface of the tool.
- 6. Scissors should be cleaned after each client.
- 7. Mops and other cleaning equipment must be washed in detergent and water and stored dry after use.
- 8. A regular pest control program should be undertaken to ensure the control of pests



Direction: Supply the correct answers to the following questions. Write the letter of your answer to your activity notebook.

- 1. Who has more responsibility for workplace safety?
  - a. The barber
  - b. The barber's assistant
  - c. The owner of the shop/salon
  - d. The utility personnel
- 2. Where should information be found regarding the use and disposal of disinfectants?
  - a. From the salon/shop owner
  - b. On the product sheet or side of the container (manufacturer's instruction)
  - c. On the internet
  - d. At the local library
- 3. All hair must be swept from the floor as soon as possible after each client and disposed of immediately into a \_\_\_\_\_\_.
  - a. lidded, general waste bin
  - b. unlidded, chemical waste bin
  - c. plastic bin
  - d. trash can
- 4. All tools used on a customer shall be cleaned and sterilized before each customer use because \_\_\_\_\_.
  - a. the next customer is delicate.
  - b. the hairdresser is more delicate.
  - c. the tools must have been contaminated already that may infect the next customer.
  - d. that is the way to attract more customers
- 5. The use of water on clippers may lead to corrosion, due to the water penetrating the clipper heads. Use alcohol-based products instead because
  - a. they give a cooling effect to the clippers.
  - b. these products evaporate and are non-corrosive.
  - c. of its cleaning effect.
  - d. Alcohol-based products are disinfectants
- 6. Combs, brushes. Rollers, etc. should be cleaned by \_\_\_\_\_.
  - a. being immersed and scrubbed under water to minimize aerosols and splashing.
  - b. brushing above water level
  - c. rinsing it with a very cold water
  - d. tapping it in a lavatory.

- 7. Why is it necessary to use a separate waste bin for a different type of waste in the hair salon / barber shop?
  - a. To avoid contamination
  - b. To maintain cleanliness in the area.
  - c. To easily determine which is a complete garbage, reusable and recyclable from among the waste materials.
  - d. For easy pickup of the garbage collectors
- 8. Why is labeling important in storing hair salon/barber shop equipment/tools/materials?
  - a. For easy location
  - b. For safety reasons
  - c. For artistic consideration
  - d. Both a and b
- 9. Cut hair can be made into wigs. If you do that, what exactly are you doing?
  - a. You are recycling.
  - b. Preventing the hair to be disposed
  - c. Helping the salon/shop to earn more.
  - d. Saving mother Earth
- 10.It is anything at a workplace with potential to cause harm injury or, illness to people, damage to property or harm to the environment.
  - a. Dirt
  - b. Barrier
  - c. Chemical
  - d. Hazard



This further test your skills on what to do after a hairdo activity in your home.

**Direction**: You may ask one member of your family whom you can do hair trimming. Follow the necessary post activities that you learned today. Copy the table below in your activity notebook and supply the necessary information needed.

Activity	Item/Tools/Materials Used	Post Activity/ies.
Haircut	Scissors, comb/brush	
	Cut hairs	
	Used tissue paper, neck strip	
Application of Gel/wax	Gel/Wax	

#### Rubric

	5 pts	4 pts	3 pts	2 pts
	All of the	Most of the	Some ofthe	Student did
Completion	assigned work	assigned work	assigned work	not do the
	is complete	is complete	is complete	assigned work
	All the	Most of the	Some of the	none of the
Correctness	answers are	answers are	answers are	answer are
	correct	correct	correct	correct



# Answer Key

What I Know   What I Can Do   Assessment
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#### For inquiries or feedback, please write or call:

Department of Education - Bureau of Learning Resources (DepEd-BLR)

Ground Floor, Bonifacio Bldg., DepEd Complex Meralco Avenue, Pasig City, Philippines 1600

Telefax: (632) 8634-1072; 8634-1054; 8631-4985

Email Address: blr.lrqad@deped.gov.ph \* blr.lrpd@deped.gov.ph