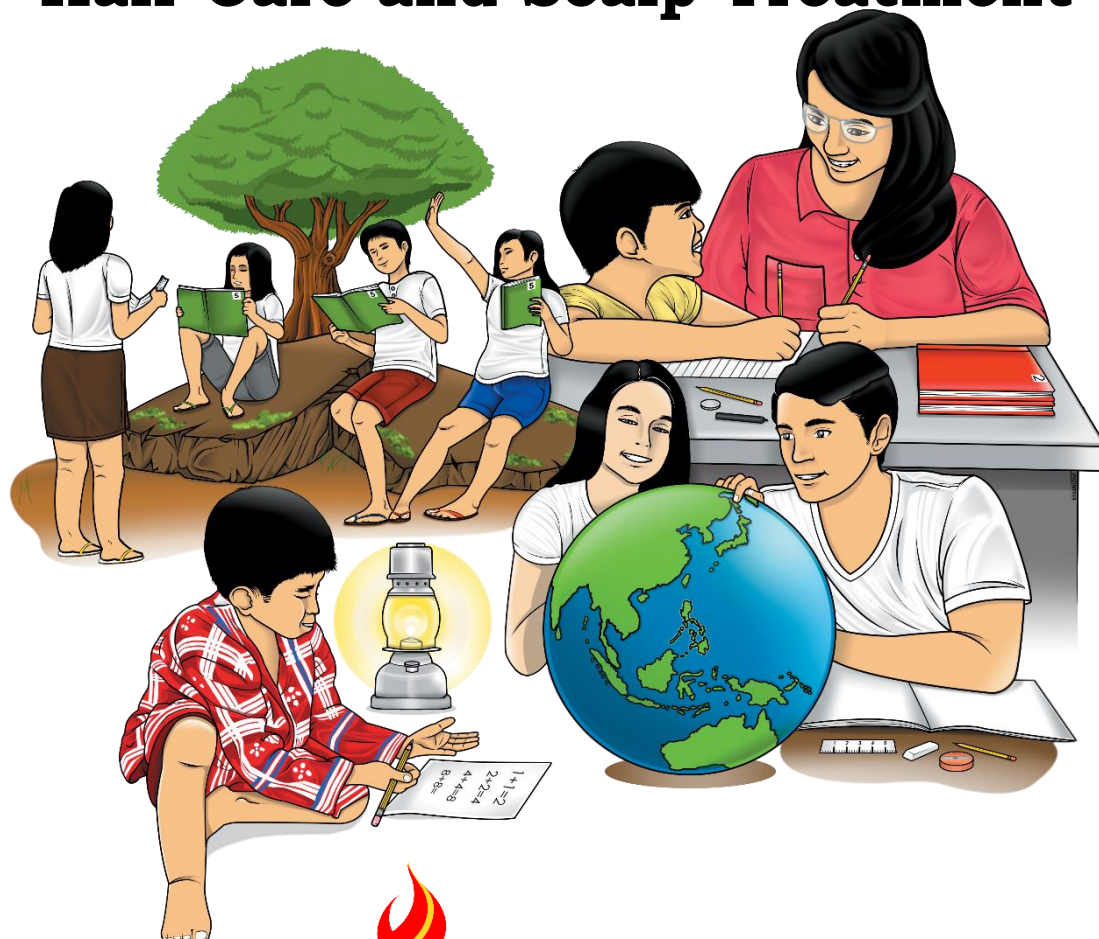


Technology and Livelihood Education Hairdressing

Quarter 1 – Module 1: Lessons 3 – 5
Hair Care and Scalp Treatment



TLE – Grade 9
Alternative Delivery Mode
Quarter 1 – Module 1- Hair Care and Scalp Treatment
Lessons 3 to 5
First Edition, 2020

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Development Team of the Module

Writers: Darven G. Cinchez

Editors: Nilda Y. Galaura, Norviña A. Tubongbanua

Reviewers: Evelyn C. Labad, Alma M. Beton

Illustrator: Darven G. Cinchez

Layout Artist: Darven G. Cinchez

Management Team: Isabelita M. Borres

Eugenio B. Penales

Sonia D. Gonzales

Maria Liza R. Tabilon

Lilia E. Abello

Evelyn C. Labad

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Department of Education – Region IX

Office Address: Regional Center, Balintawak, Pagadian City

E-mail Address: region9@deped.gov.ph

Technology and Livelihood Education Hairdressing

Quarter 1 – Module 1: Lessons 3 – 5

**Apply Shampoo and/or Conditioner
on the Client**

Blow-dry Hair

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-by-step 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 or facilitator.

Thank you.



What I Need to Know

The hair is considered as the “crowning glory” of a woman. It can dramatically change a person’s look from homely to majestic. A properly groomed hair enhances your perception of beauty about yourself and relatively boosts your self-esteem and confidence. In history, royal priests and queens have lots of servants just to wash, comb, and fix their hair.

There are diverse techniques that we find just to groom our hair according to our personal desires. For those who can afford to have it done in a salon, they spend much of their money just to have their hair be styled accordingly. Some who can’t afford to avail salon services find time and efforts to groom their own hair by imitating popular hairstyles and hair colors.

Everyone desires for a perfect look, and searches for the best and fashionable hairstyle and haircut. With the advent of today’s technology, having the best hairstyle for you is no longer a problem. Technological advancement answers the need for our every inch demand for hairdressing.

Lesson three (3) focuses on how to apply shampoo and/or conditioner on the client. After going through with the lesson, as a student you are expected to:

L.O. 3. Apply shampoo and/or conditioner on the client

3.1 Shampoo and/or condition hair as required and following standard procedure; and

3.2 Ensure client’s safety and comfort during the entire process



What I Know

Pre-test

Directions: Please read and understand what is/are being asked in the question. Choose the letter of the correct answer. Write your answer on a separate sheet of paper.

1. What are considered essential part of most hairdressing treatments?
 - a. haircutting and combing
 - b. hairstyling and perming
 - c. shampooing and conditioning
 - d. hair bleaching and coloring
2. What are to be assessed during consultation for a shampoo or conditioning treatment?
 - a. hair condition
 - b. hair type
 - c. hair texture and scalp condition
 - d. all of the above
3. Which type of hair is shiny, not greasy nor dry?
 - a. normal
 - b. oily
 - c. greasy
 - d. dry
4. Which type of conditioner has a penetrating effect that needs to be left for 10 to 20 minutes and has a moisture effect after treatment?
 - a. rinse-through
 - b. treatment or repair
 - c. leave-on
 - d. rinse-out
5. What is effleurage?
 - a. a massage technique utilizing the back of hands
 - b. a massage technique utilizing the fingers
 - c. a massage technique utilizing the miracle oil
 - d. a massage technique utilizing both palms of hands

Lesson

3

Hairdressing: Apply Shampoo and/or Conditioner on the Client

Shampooing and conditioning are essential parts of most hairdressing treatments. In order to make hair more manageable for blow-drying, setting, cutting, perming, relaxing, and some coloring processes, the hair must be thoroughly cleansed of all dirt, natural grease, and products such as hairspray, mousse, and wax. These products will cause a barrier between the hair and the chemical, and the styling will be unsuccessful. It is important to assess your client's hair and scalp type correctly to choose the appropriate products to suit the client's need.



What's In

PRE-ASSESSMENT

You will be challenged to dig deeper into your prior knowledge and previous salon experiences about how to prepare client for salon service. This phase will guide you in assessing yourself by answering questions and many other types of evaluation for you to further explore the core of Hairdressing NC II.

SKILLS TEST

Directions: Listed below are some of the most important skills that you must gain in order to render quality service in Hairdressing NC II. Read the skills carefully then choose the appropriate responses from the three columns. Write your answers in your notebook.

Skills in preparing client for service.	Not much	A little	A lot
1. Draping procedures			
2. Preparation of protective clothing and materials			
3. Preparation of tools, supplies and materials			
4. Human relations			



What's New

Learning Activity 3.1: Conduct an abrupt bathroom raid in your house. Make a list of any shampoos and conditioners used by family members. Identify what type of shampoo and conditioner you have at home. Compare your collected data with the data collected by your other classmates.



What is It

3.1 Shampoo and/or condition hair as required and following standard procedure; and

3.2 Ensure client's safety and comfort during the entire process

Before performing any salon procedure, a hairdresser must consider the following:

1. Type of client

- Adult
- Young adult
- Teenager

2. Pre-assessment of client for hair typing and identifying the condition of the client's scalp

3. Draping the client based on the desired service following salon protocol and procedures

4. Preparing the necessary Tools and Equipment, and Supplies and Materials to be used when rendering shampoo and conditioning service/s to the client, as follows:

Tools and Equipment	Supplies and Materials
Blower	Towel (small & big)
Hair brush	Tissue Paper
Wide-toothed comb	Shampoo
Mixing bowls, shampoo bowl/sink	Conditioner
Hair clamps & clips	

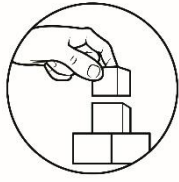
Procedure in Hair Shampooing

1. Seat the client at the shampoo sink. Allow the client to sit comfortably in the chair.
2. Draw the back of the cape over the outside of the shampoo chair to prevent water from seeping down the client's back.
3. Turn on the water spray and direct the nozzle in the client's hair. Adjust the water temperature as desired by the client.
4. Wet the hair thoroughly by lifting portions of the hair with one hand to saturate the scalp with water. Shift your hand to protect the client's face, ear, and neck from the water spray as you move the spray around the hairline.
5. Spread out small portions of shampoo around the hair and work into a lather using the cushions of the fingers.
6. Manipulate the scalp.
 - a. Starting at the front hairline, do a back-and-forth movement until you reach the top of the head.

- b. Continue doing this upon reaching the back of the head.
 - c. Lift the client's head with one hand. With the other hand, manipulate the scalp above the ear up to the back of the head.
 - d. Repeat the process until the side of the head.
 - e. Repeat steps c and d at the back of the head.
 - f. Work around the hairline with your thumbs in a rotary movement.
 - g. Repeat these movements until the scalp has been thoroughly massaged.
 - h. Squeeze the hair to remove excess lather and shampoo.
7. Rinse hair thoroughly with a strong spray of lukewarm water.
 - a. Using the fingers of your left hand, lift the hair at the crown and back for thorough rinsing, and
 - b. Cup your left hand along the nape as you spray water against the base scalp area.
 8. Shampoo again if needed.
 9. Squeeze excess water from the hair then apply conditioner. Distribute conditioner by combing it through the hair.
 10. Leave the conditioner on for 10 to 20 minutes or as recommended by the manufacturer.
 11. Towel dry the hair initially:
 - a. While at the shampoo bowl to remove excess moisture from the hair.
 - b. To wipe excess moisture from around the client's face and ears with the ends of the towel.
 - c. To lift the towel over the back of the client's head and drape the head with the towel.
 - d. To blot the excess water, do not rub the hair as this can cause entanglements.
 12. Comb the client's hair, starting with the ends at the nape of the neck.
 13. Blow-dry and style the hair, as the client desires.

Cleanup and Sanitation

1. Discard used materials. Place unused supplies in their proper places.
2. Dispose soiled towels in hamper.
3. Remove hair from combs and brushes, disinfect them for the required time.
4. Clean the shampoo bowl and remove any loose hair.
5. Sanitize shampoo bowl after each client.
6. Wash your own hands with soap and warm water.



What's More

LEARNING ACTIVITY 3.2: LET'S TRY THIS!

Directions: Choose the letter of the correct answer. Write your answer in a separate sheet of paper. Check your answer against the answer key provided.

1. The following are considered as tools and equipment in shampooing and conditioning the client's hair EXCEPT:

- | | |
|------------------------|---------------------------|
| I. Blower & Hair brush | II. Shampoo & Conditioner |
| III. Shampoo bowl/sink | IV. Hair Clips |

- | | |
|--------------------------|----------------------|
| a. I, II, III, & IV only | b. I, II, & III only |
| c. IV, III, II, & I | d. II only |

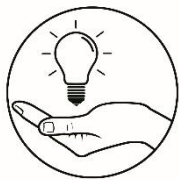
2. In shampooing/conditioning the client, which of the following steps are sequenced correctly?

- I. Sit client at the shampoo sink.
- II. Do the draping.
- III. Wet hair and apply shampoo, then conditioner.
- IV. Dry up.

- | | | | |
|---------------------|---------------------|---------------------|---------------------|
| a. II, III, IV, & I | b. IV, I, II, & III | c. I, II, III, & IV | d. II, I, III, & IV |
|---------------------|---------------------|---------------------|---------------------|

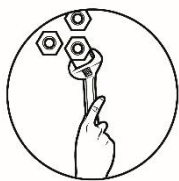
3. At what part of the client's head should the manipulation be started?

- | | | | |
|----------------|---------|-------------------|---------|
| a. at the nape | b. nose | c. front hairline | d. ears |
|----------------|---------|-------------------|---------|



What I Have Learned

1. Shampooing and conditioning are essential part in every salon treatment service.
2. Shampoos exist in different types: acid balance shampoo or everyday shampoo, medicated shampoo, clarifying shampoo, balancing shampoo, dry or powder shampoo, and color-enhancing shampoo.
3. Conditioners could either be rinse-through, treatment or repair, and leave-on.
4. Always remember that client's comfort is of top priority in every service rendered.
5. Jewelry, accessories, and other valuable items should be kept in safe place for client's safety and security.
6. Drape clients properly with utmost privacy.
7. Give clients tender loving care.



What I Can Do

Learning Activity 3.3:

DIRECTIONS: Do an actual demonstration in shampooing and conditioning client. Allow your client to rate your performance based on the scorecard below. Record your performance rating and share it with your other classmates.

Scorecard in Demonstrating Preparation of the Client for Service

Criteria	Perfect Score	Client's Score
1. Workmanship Are the skills required to perform the job acquired by the students?	30%	
2. Speed in Working Did the students finish the job on time?	30%	
3. Correctness of Procedure Did the students follow the procedure properly?	40%	
Total	100%	



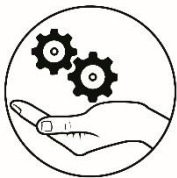
Assessment

SELF- CHECK 3.0

Multiple Choice: Read the questions below and write the letter of the correct answer on a separate sheet of paper.

1. What agents are used for hair to become more manageable and smoother, as a preparatory service in hairstyling?
 - a. shampoo and conditioner
 - b. hot oil
 - c. hair spa
 - d. hair colorant
2. What is the first step in shampooing the client?
 - a. application of shampoo right away, many customers are waiting
 - b. there is no step by step as long as shampoo can be applied to hair
 - c. the client should be advised to have their shampoo moment at home
 - d. allowing the client to sit comfortably in the chair
3. How should a hairdresser properly keep the client's collar (if there is any)?
 - a. by turning the collar to the inside
 - b. by turning the collar to the outside
 - c. by rolling the collar inwardly
 - d. who cares, there is a towel

4. Following the steps in manipulating the scalp after shampoo application, which of the following are sequenced correctly?
- i. start manipulating from the front hairline
 - ii. continue doing the manipulation going to the back of the head
 - iii. continue with the process towards the side of the head
 - iv. no sequence to be followed. It is free style depending on client's request
- a. i, ii, and iii only
 - b. iv only
 - c. i
 - d. all of the above
5. In what manner are you going to place the towel on client's shoulder?
- a. folded in half
 - b. lengthwise across
 - c. based on client's choice
 - d. it doesn't matter



Additional Activities

Watch different videos on www.youtube.com about shampooing and conditioning the hair of the client.

Other related videos to choose from:

- 1. <https://www.youtube.com/watch?v=c49DELtttI0>
- 2. <https://www.youtube.com/watch?v=e5W1aNXcFGw>
- 3. <https://www.youtube.com/watch?v=oA5ym1FPGzM>
- 4. https://www.youtube.com/results?search_query=seborrheic%20dermatitis%20scalp&pbjreload=10
- 5. <https://www.youtube.com/watch?v=mrwjTnH3p9g>



What I Need to Know

The hair is considered as the “crowning glory” of a woman. It can dramatically change a person’s look from homely to majestic. A properly groomed hair enhances your perception of beauty about yourself and relatively boosts your self-esteem and confidence. In history, royal priests and queens have lots of servants just to wash, comb, and fix their hair.

There are diverse techniques that we find just to groom our hair according to our personal desires. For those who can afford to have it done in a salon, they spend much of their money just to have their hair be styled accordingly. Some who can’t afford to avail salon services find time and efforts to groom their own hair by imitating popular hairstyles and hair colors.

Everyone desires for a perfect look, and searches for the best and fashionable hairstyle and haircut. With the advent of today’s technology, having the best hairstyle for you is no longer a problem. Technological advancement answers the need for our every inch demand for hairdressing.

Lesson four (4) focuses on how to blow-dry client’s hair. After going through with the lesson, as a student you are expected to learn on how to:

L.O. 4: Blow-dry hair

- 4.1 Towel dry and comb hair according to service requirements;
- 4.2 Blow-dry hair according to service requirements and following standard procedure; and
- 4.3 Apply finishing product on blow-dried hair according to product specifications



What I Know

Pre-test

Directions: Please read and understand what is/are being asked in the question. Choose the letter of the correct answer. Write your answer on a separate sheet of paper.

1. What is a method of drying wet or damp hair?
 - a. haircutting and combing
 - b. blow-drying the hair
 - c. shampooing and conditioning
 - d. hair bleaching and coloring
2. The following are precautions prior to blow-drying the hair of the client, EXCEPT:
 - a. making sure all plugs are wired correctly
 - b. always check the manufacturer's instruction during every first usage
 - c. make sure that the dryer and plug are always safe
 - d. all of the above
3. Which of the following is not one of the blow-drying brushes?
 - a. flat or paddle
 - b. concave and convex brushes
 - c. vent brushes
 - d. circular brushes
4. Which of the following is a type of blow-drying brushes that is used to dry and polish for sleek styles?
 - a. flat or paddle
 - b. concave and convex brushes
 - c. vent brushes
 - d. circular brushes
5. What is the first step in blow-drying procedure?
 - a. start by sectioning the hair into four
 - b. apply styling or finishing products
 - c. add volume by pulling hair towards top
 - d. start from the nape area/region of the head

Lesson

4

Hairdressing: Blow-dry Hair

Blow drying is a method of drying wet or damp hair while forming it into a particular style or dressing; thus, making the hair straighter or curlier, fuller or flatter, or wavier or flatter.

PRE-ASSESSMENT

You will be challenged to dig deeper into your prior knowledge and previous salon experiences about how to blow-dry the hair. This phase will guide you in assessing yourself to further explore the core of Hairdressing NC II.

SKILLS TEST

Directions: Listed below are some of the most important skills that you must gain in order to render quality service in Hairdressing NC II. Read the skills carefully. Then write “Not much” if you are not really familiar, “A little” and “A lot” if you are familiar with the skill. Write your answers in your notebook.

Skills in Shampooing and/or Conditioning Clients	Not much	A little	A lot
1. Draping procedures			
2. Preparation of protective clothing and materials			
3. Preparation of tools, supplies and materials			
4. Human relations			
5. Hair analysis			
6. Types of blow dryer			
7. Kinds of blow-dryer brushes			
8. Other equipment, materials, and supplies in blow-drying			



What's New

Learning Activity 4.1: Visit a salon near you. Ask the salon owner for you to identify the different parts of a blow-dryer and observe on how it is being used or you can watch blow-drying techniques found at www.youtube.com.



What is It

Before performing any salon procedure, as hairdresser you must consider the following:

1. Type of client
 - Adult
 - Young adult
 - Teenager
2. Draping the client based on the need and desired service following salon protocol and procedures
3. Preparing the necessary tools and equipment, and supplies and materials to be used when rendering blow-dry service to the client, as follows:

Tools and Equipment	Supplies and Materials
Blower	Towel (small & big)
Hair brush	Tissue Paper
Wide-toothed comb	Hair finishing products (mousse, spray net, oils, or creams)
Hair clamps & clips	

Procedure on Blow-drying the Hair

1. Select styling or finishing products and apply on the client's hair.
2. Section the hair into four and bring down a sub-section in the nape where you are going to begin blow-drying. Blow-dry the hair under to create root lift.
3. After choosing the correct brush size begin to blow-dry the hair upwards. Make sure that the airflow of the hairdryer is flowing over the hair in the correct direction.
4. Work your way up toward the crown. Make sure each section is completely dry and falls in the desired direction.
5. Take a section of hair at the sides and continue to blow-dry the hair so that it blends in with the back of the hair. Work your way toward the parting and repeat the same on the opposite side.
6. Move to the top and front sections of the half, constantly moving the hairdryer so that you will not cause discomfort to the client.
7. The finished result should be completed with the correct finishing products and the total look confirmed with the client.

Types of blow-drying the hair:

1. Blow drying- involves shaping hair into waves using directed hear from a hand dryer using combs and a variety of "open" vented, flat, and round (radial) brushes.
2. Scrunch drying- a technique which uses the hands as the tools for manipulating the roots and ends of the hair to increase lift, body, and overall movement.

3. Natural drying- leaving hair to dry by itself, achieved by using soft styler or diffuses as an attachment to hand dryer so that the drying process is speeded up and the overall affect is assisted by some manual manipulation.

Precautions in blow-drying the hair:

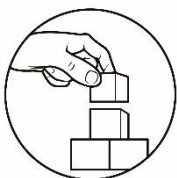
- Make sure all plugs are wired correctly.
- Always check the manufacturer's instructions regarding heat setting and speed controls before you start blow-drying.
- Make sure that the dryer cable and plug are always safe.
- Hairdryers have an air intake grill at the back which must be cleaned regularly to remove dust and fluff. If they are not cleaned, they may overheat and become dangerous.
- Store electrical tools in accordance with your salon's requirements.

Kinds of Blow-drying brushes:

1. Flat or paddle brushes- they are used to dry and polish for sleek styles, but can also add bounce. These are good for smooth finishes, especially for bob haircuts.
2. Vent brushes- the vented holes allow the air flow from the hair dryer to pass through, speeding up the drying process by heating the hair, while the short filaments break up the hair so that it lies as if fingers have been drawn through it, creating casual styles.
3. Circular or round brushes- used to produce a curl or wave movement by slowly rotating the hair around the brush while blow-drying the hair. The smaller the brush, the tighter the curl. They are also good for adding bounce and curl to the points of one-length styles.

Cleanup and Sanitation

1. Discard used materials. Place unused supplies in their proper places.
2. Dispose soiled towels in hamper.
3. Remove hair from combs and brushes, disinfect them for the required time.
4. Clean the shampoo bowl and remove any loose hair.
5. Sanitize shampoo bowl after each client.
6. Wash your own hands with soap and warm water.



What's More

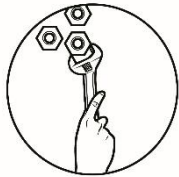
LEARNING ACTIVITY 4.2: LET'S TRY THIS!

Practice on how to do blow-drying at home. Have friends and family members to act as your client.



What I Have Learned

1. Blow-drying is a method of drying wet or damp hair while forming it into a style or dressing.
2. There are three types of blow-drying the hair: blow waving, scrunch drying, and natural drying.
3. As the universal precaution before blow-drying procedure, make sure that all plugs are wired correctly.
4. There are kinds of blow-dryer brushes: flat or paddle brushes, vent brushes, and circular or round brushes.



What I Can Do

Learning Activity 4.3:

DIRECTIONS: Do an actual demonstration in blow-drying. Allow your client to rate your performance based on the scorecard below. Record your performance rating and share it with your other classmates.

Scorecard for Demonstrating Blow-drying

Criteria	Perfect Score	Client's Score
1. Workmanship Are the skills required to perform the job acquired by the students?	30%	
2. Speed in Working Did the student finish the job on time?	30%	
3. Correctness of Procedure Did the students follow the procedure properly?	40%	
total	100%	

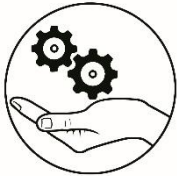


Assessment

SELF- CHECK 4.0

Multiple Choice: Read the questions below and write the letter of the correct answer on a separate sheet of paper.

1. What is the method of drying wet or damp hair while forming it into a particular style or dressing?
 - a. shampoo and conditioner
 - b. hot oil
 - c. hair spa
 - d. blow-drying
2. What is the type of blow-drying which involves shaping hair into waves?
 - a. blow waving
 - b. scrunch drying
 - c. natural drying
 - d. all of the above
3. All are precautions in blow-drying procedure EXCEPT:
 - a. make sure all plugs are wired correctly
 - b. always check the manufacturer's instructions before using the product
 - c. store electrical tools according to salon requirement
 - d. no need to check, the blower is from USA
4. Which among the type of brushes is used to dry and polish hair for sleek styles?
 - a. flat or paddle brushes
 - b. vent brushes
 - c. circular brushes
5. Below are equipment, materials, and supplies in blow-drying EXCEPT:
 - a. brush
 - b. finishing products
 - c. sectioning clips
 - d. money



Additional Activities

Watch different videos on www.youtube.com about blow-drying the hair. Other related videos to choose from:

1. <https://www.youtube.com/watch?v=c49DELtttI0>
2. <https://www.youtube.com/watch?v=e5W1aNXcFGw>
3. <https://www.youtube.com/watch?v=oA5ym1FPGzM>
4. https://www.youtube.com/results?search_query=seborrheic%20dermatitis%20scalp&pbjreload=10
5. <https://www.youtube.com/watch?v=mrwjTnH3p9g>



What I Need to Know

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There are diverse techniques that we find just to groom our hair according to our personal desires. For those who can afford to have it done in a salon, they spend much of their money just to have their hair be styled accordingly. Some who can't afford to avail of salon services find time and efforts to groom their own hair by imitating popular hairstyles and hair colors.

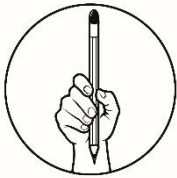
Everyone desires for a perfect look, and searches for the best and fashionable hairstyle and haircut. With the advent of today's technology, having the best hairstyle for you is no longer a problem. Technological advancement answers the need for our every inch demand for hairdressing.

The fifth lesson covers the knowledge, skills, and attitude in performing post-service activities. After completing the lesson, as a student you are expected to learn how to:

L.O.5: Perform post-service activities

5.1 Clean, sanitize, and store tools and equipment according to OHS requirements; and

5.2 Segregate and dispose waste materials according to OHS Requirements



What I Know

Pre-test

Directions: Please read and understand what is/are being asked in the question. Choose the letter of the correct answer. Write your answer on the separate sheet of paper.

1. What is a multidisciplinary field that governs healthy and safety procedures at every workplace?
 - a. OHS
 - b. DOH
 - c. DepEd
 - d. PNP
2. What does OHS stand for?
 - a. Operational Healthy Safety
 - b. Occupational Health and Safety
 - c. Operasyon Halik sa Bayan
 - d. Occupation Healthy Services
3. Following OHS Standards, as an employee you are required to:
 - a. Take reasonable care to avoid harm to yourselves or others by their behavior or working practices
 - b. Cooperate with and help employers or managers meet the statutory requirements
 - c. Refrain from misusing or interfering with anything provided to protect the health, safety, and welfare of all persons
 - d. All of the above

4. Which among the choices is not one of the housekeeping benefits?
 - a. Less accidents will happen
 - b. There is effective utilization of space
 - c. There is less wastage of time, effort, and money spent for repair and maintenance
 - d. It decreases the morals of employees
5. Initially, what are you going to do in case of fire?
 - a. Pull down the alarm.
 - b. Turn off the main electrical switch.
 - c. Get the fire extinguishers from its book and direct its nozzle at the base of the fire.
 - d. Know the fire exits and direct everyone to move briskly one by one toward the exits.

Lesson 5

Hairdressing: Perform Post-Service Activities

Health and safety is about preventing any person sustaining injury, being harmed in any way or becoming ill at work. It involves following correct and safe procedures, and taking every possible precaution to protect everyone in the workplace.

Health and safety laws and regulations apply to everyone whether they are employers, managers, employees, self-employed, full- or part-time, paid or unpaid workers. Health and safety issues refer to hazards and risks in the workplace and how to eliminate them.

This module covers the knowledge, skills, and attitude in performing post-service activities.



What's In

PRE-ASSESSMENT

You will be challenged to dig deeper into your prior knowledge and previous salon experiences about performing post-service activities. This phase will guide you in assessing yourself to further explore the core of Hairdressing NC II.

SKILLS TEST

Directions: Listed below are some of the most important skills that you must gain in order to render quality service in Hairdressing NC II. Read the skills carefully. Then write “Not much” if you are not really familiar, “A little” and “A lot” if you are familiar with the skill. Write your answers in your notebook.

Skills in Shampooing and/or Conditioning Clients	Not much	A little	A lot
1. Post-service procedures based on OHS Standard			
2. Treatment products disposal and storage			
3. How to clean, sanitize, and store equipment based on OHS standard			
4. Garbage segregation			



What's New

Learning Activity 5.1a: Visit a salon and ask permission from the salon owners or manager if you can take video that shows the salon following the Occupational Health and Safety (OHS) Regulations. Upload the video in any of a social media platform.

Alternative Learning Activity 5.1b: Examine your own house and check if you observe safety measures. Record a video footage of your tour and share it in any of a social media platform.

Evaluation Criteria for Learning Activity 5.1a & 5.1b

Criteria	1 (Not Visible)	2 (Needs Improvement)	3 (Meets expectation)	4 (Exceeds Expectation)
Content Accuracy	Content is inaccurate and presented in an incoherent manner.	Content is accurate but not presented in a coherent manner.	Content is accurate and coherent, but some information is lacking.	Content is accurate, coherent, and complete. Text is author's own concept.
Structure (Form)	No video/images	Video or some of the images are inappropriate and editing and lay-outing is messy. Interview conducted was not well-prepared/organized.	Videos/Images are appropriate, but editing/layout is a little cluttered. Interview is sufficiently clear and organized.	Images are appropriate and layout is pleasing to the eyes. Interview is very clear and organized.
Grammar and Spelling	Spelling errors and grammatical errors detract from its content clarity.	All section captions have few spelling and grammatical errors.	Almost all section captions are clear and well-defined. Minimal spelling and grammatical errors.	No spelling errors. Each section caption is clear and well explained. Grammar is correct.



What is It

5.1.1 Maintenance of Healthy and Safe Environment

Employees are required to:

- Take reasonable care to avoid harm to themselves or to others by their behavior or working practices;
- Cooperate with and help employers or managers to meet the statutory requirements; and
- Refrain from misusing or interfering with anything provided to protect the health, safety, and welfare of all persons

To comply with these requirements, salon employees must:

- Not put themselves or others at risk by their actions;
- Abide salon rules and regulations;
- Always adopt good working practices and follow correct procedures;
- Be alert to any hazard that may pose a risk to self or others and promptly take the appropriate action to minimize or eliminate the risk. If unable to or unsure of how to deal quickly with a hazard, then report the situation to someone else immediately;
- Follow the correct technique for all treatments, understand the effects, and be alert to contraindications and contra-actions;
- Report faulty equipment to the person responsible for dealing with these issues;
- Keep a record of and report any problems that have been identified and rectified;
- Inform the supervisor and colleagues and be prepared to discuss issues of health and safety with all other workers.

5.1.2 Housekeeping in the Workplace

Good housekeeping in the workplace is part and parcel of good program of an enterprise like a beauty salon. It aims to protect both workers and clients. Protection means free from harm, accidents, fire, chemical hazards, and achieve an orderly and clean environment that promotes the health of everyone concerned.

Good housekeeping is more critical in a workplace that deals with the presence and use of tools and equipment and chemical substances. There must be a standard operating procedure in the handling, maintenance, and safekeeping of these tools, equipment, and materials not only to prevent accident but also to extend their life use.

Specifically, good housekeeping gives the following benefits:

- Less accidents will happen.
- There is effective utilization of space.
- There is less wastage of time, effort, and money spent for repair and maintenance.

- It improves the morals of employees.
- It enhances productivity of workers.
- It adds to client's satisfaction.
- It motivates clients to come back for another service.
- It adds to the popularity and prestige of the place.
- It can bring in more income.

5.1.3 Safety Precaution in the Workplace

1. Refrain from smoking. This pollutes the air; it is prone to fire hazards and is a health risk to passive smokers.
2. Maintain silence at work. This keeps you focus and reduces noise pollution.
3. Store everything before and after use. As they say: Have a place for everything and everything in its place.
4. Post danger and caution signs in strategic places.
5. In case of accidents, have a first aid cabinet on hand. Know what and how to give first aid before the arrival of the doctor.
6. Turn off lights, electric fans, air conditioners, and other electric-powered equipment. Unplug outlets before leaving the room.
7. Always give one last check of the area before closing the door.
8. Conduct fire and earthquake drills regularly to orient and familiarize workers on what to do in case of emergencies.
9. In case of fire, do the following:
 - a. pull down the alarm,
 - b. turn off the main electrical switch,
 - c. get the fire extinguishers from its book and direct its nozzle at the base of the fire,
 - d. know the fire exits and direct everyone to move briskly one by one toward the exits,
 - e. if the workplace has been filled up with smoke, crawl on the floor to avoid fumes, then move forward the exits,
 - f. always have your presence of mind. Do not panic.

5.1.4 Waste Collection

All hair clippings and other wastes, including shaving lather and paper shall be collected after each hair treatment and placed in a refuse receptacle.

All soiled towels, cloths, and paper shall be placed in proper receptacle.

5.1.5 Waiting Room. Waiting room shall be provided to customers.

5.1.6 Sanitary Practices for Control of Communicable Diseases

Every hairdresser shall provide service with extra care to a client who is suffering from in infectious skin disease, or is infested with head lice or some other parasitic infestation of the skin or hair. The client shall be advised to see a physician or dermatologist.

After completion of every service, the hairdresser shall:

- Immediately gather together all readily movable equipment and things used in the service of a customer and disinfect such equipment in the manner prescribed in these rules and regulations;

- Immediately destroy, disinfect or dispose of in waste receptacle every paper, pad, swab, and things used in the service of such customer and in the case of towels, cloths and any coat or overall worn by the hairdresser, place such towels, cloths or coat or overall in a sealed container and at the first practicable opportunity disinfect the same in the manner prescribed in these rules and regulations;
- Clean hands by scrubbing them with a suitable brush and water and soap or antibacterial cleaning agent or a type specific in these rules and regulations; and
- Clean and disinfect all nippers, nail cutters, nail files, brushes, scissors, emery boards and similar instruments. The beveling machine and its attachments shall be cleaned prior to re-use.

Every hairdresser shall use personal protective equipment (PPE) like surgical or face mask for protection against air-borne particles when undertaking acrylic nail polishing or similar procedures.

5.1.7 Provision of First Aid Kit

First aid officer is responsible in rendering first aid treatment to injured victims in accordance with the approved training. He/she also responsible for ensuring that the first aid box is kept fully stocked with medicines and first aid paraphernalia and always accessible. The first aid staff must always be ready to give immediate action. He/she must remain calm, careful, and not cause panic. He examines the victim, assesses the situation and plans the necessary action to be taken.

First Aid Kit should protect the items inside from dust and damp. The container should only be stocked with useful items. Do not keep the medicines on it. Here are some suggestions of what a first aid container should have:

1. A first aid booklet or guide
2. Triangular bandages
3. Pair of disposable gloves
4. Gauze
5. Sterile, adhesive dressings
6. Cotton wool
7. Sterile eye pads
8. Safety pins
9. Wound dressings
10. Antiseptic solution
11. Eye bath
12. Medical wipes
13. Pair of tweeters

5.1.8 Clean up and Sanitation

1. Discard used materials. Place unused supplies in their proper places.
2. Dispose soiled towels in hamper.
3. Remove hair from combs and brushes, disinfect in their proper places.

4. Clean the shampoo bowl and remove any loose hair.
5. Sanitize shampoo bowl after each client.
6. Wash your own hands with soap and warm water.

5.1.9 Planning a Good Housekeeping Program

Planning is the first step toward a successful management of a housekeeping program. Planning is basically a thinking process. It is thinking ahead of what to do, when to do, who will do, and how to do the housekeeping activities in the workplace.

Here is how to plan:

1. What to do –
List down all housekeeping activities that are done in the workplace on a daily, weekly, monthly or seasonal basis. Identify the housekeeping activities in the different working areas. List down these activities by area. Then classify the tasks by area that are done daily, weekly, monthly, etc.
2. When to do-
At what time of the day should housekeeping be done? What are immediate, that is, those that should be done as soon as they occur, and what can be done at the end of the day or at the end of the week or month? Since the tasks have been classified, it would be easy to schedule the tasks or activities at different periods. As a rule, it is a must to open and close shop with everything clean, in order, and in place.
3. Who will do it-
You can integrate housekeeping into the jobs. A hairdresser or an attendant can do spot cleaning as he/she works or immediately after work. The guide “clean as you work” applies to this. However, if the hairdresser attends only to his/her own specialized task then an attendant can partly do the job or a janitor can do it full time.

A schedule is an effective tool in the implementation of what has been planned. It can be used as a guide or reminder for every one of their specific duties at designated time. Following the schedule can result in a smooth and well-coordinated housekeeping operation of the salon.

4. How it is done-
Good housekeeping in most industries uses the Japanese productivity philosophy called 5S namely, Sorting (Seiri); Set in order (Seitor), Sweeping (Seiso), Standardize (Seiketsu), and Sustain (Shitsuke).

Sorting (Seiri) is separating the needed items from those that are not needed. The latter may either be disposed of or stored for future use.

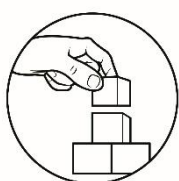
Set in order (Seitor) is to systematize meaning arranging things in order. There should be a place for everything and everything should be in its place before and after use. Arrange items in the order that they are to be used. In the same manner, store items rarely used in the highest shelf and those frequently used at the shelf within reach.

Sweep (Seiso) the floor at the end of each working day. Before sweeping, remove all litters and scraps from worktables, shelves, and other higher places going down. Litters on floors are obstructions that can cause confusion,

irritation, and prevents workers from moving or walking briskly from one place to another.

Standardize (Seiketsu) – maintain standards for cleaning, for putting things in order, and for other housekeeping activities. Standards determine quality of work, product, or process. To standardize is to attain an acceptable quality of work using correct and efficient tools and equipment and employing the best method of doing it. Standards can be expressed in terms of criteria, rules or procedures which can be posted where workers are reminded on what to do and how to do things in the workplace.

Sustain (Shitsuke)- standards of work should be maintained at all times. This requires constant supervision at the start until it is established as a routine and eventually becomes part of the daily working habit of the workers.



What's More

Learning Activity 5.2. Make your own Safety and Precaution Plan at home. Label and share your output with your other classmates utilizing any social media platforms.

Evaluation Criteria for Learning Activity 5.2

Criteria	1 (Not Visible)	2 (Needs Improvement)	3 (Meets expectation)	4 (Exceeds Expectation)
Content Accuracy	Content is inaccurate and presented in an incoherent manner.	Content is accurate but not presented in a coherent manner.	Content is accurate and coherent but some information are lacking.	Content is accurate, coherent, and complete. Text is author's own concept.
Structure (Form)	No images. Writing is vague and disorganized.	Some of the images are inappropriate and layout is messy. Writing is a little disorganized.	Images are appropriate, but layout is a little cluttered. Writing is sufficiently clear and organized.	Images are appropriate and layout is pleasing to the eyes. Writing is very clear and organized.
Grammar and Spelling	Spelling errors and grammatical errors detract from its content clarity.	All sections have few spelling and grammatical errors.	Almost all sections are clear and well-defined. Minimal spelling and grammatical errors.	No spelling errors. Each section is clear and well explained. Grammar is correct.



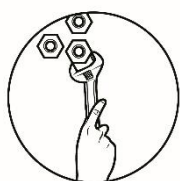
What I Have Learned

1. OHS- Occupational Health and Safety

2. 5S of Japanese productivity philosophy are Sorting (Seiri); Set in order (Seitor), Sweeping (Seiso), Standardize (Seiketsu), and Sustain (Shitsuke).

3. Clean up and Sanitation

- a. Discard used materials. Place unused supplies in their proper places.
- b. Dispose soiled towels in hamper.
- c. Remove hair from combs and brushes, disinfect in their proper places.
- d. Clean the shampoo bowl and remove any loose hair.
- e. Sanitize shampoo bowl after each client.
- f. Wash your own hands with soap and warm water.



What I Can Do

Learning Activity 5.3. Make your own Good Housekeeping Program at home. A simple format will appear like this:

Time	Housekeeping Tasks	Assigned Person
7:00-8:00	Inspect list of materials to be taken out of storage. Make an inventory of materials, in the storage and work area.	Attendant A
8:01-10:00	Render services to client	

Evaluation Criteria for Learning Activity 5.3

Criteria	1 (Not Visible)	2 (Needs Improvement)	3 (Meets expectation)	4 (Exceeds Expectation)
Content Accuracy	Content is inaccurate and presented in an incoherent manner.	Content is accurate but not presented in a coherent manner.	Content is accurate and coherent but some information are lacking.	Content is accurate, coherent, and complete. Text is author's own concept.
Structure (Form)	No images. Writing is vague and disorganized.	Some of the images are inappropriate and layout is messy. Writing is a little disorganized.	Images are appropriate, but layout is a little cluttered. Writing is sufficiently clear and organized.	Images are appropriate and layout is pleasing to the eyes. Writing is very clear and organized.
Grammar and Spelling	Spelling errors and grammatical errors detract from its content clarity.	All sections have few spelling and grammatical errors.	Almost all sections are clear and well-defined. Minimal spelling and grammatical errors.	No spelling errors. Each section is clear and well explained. Grammar is correct.



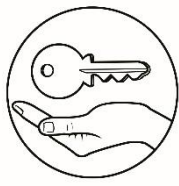
Multiple Choice: Read the questions below and write the letter of the correct answer on a separate sheet of paper.

-

Additional Activities

Other related videos to choose from:

1. <https://www.youtube.com/watch?v=c49DELttl0>
2. <https://www.youtube.com/watch?v=e5W1aNXcFGw>
3. <https://www.youtube.com/watch?v=oA5ym1FPGzM>
4. https://www.youtube.com/results?search_query=seborrheic%20dermatitis%20scalp&pbjreload=10
5. <https://www.youtube.com/watch?v=mrwjTnH3p9g>



Answer Key

Lesson 3

Self-Check 3.0 1. A 2. D 3. A 4. A 5. B	Activity 3.2 1. D 2. C 3. C	Pretest 1. A 2. D 3. A 4. B 5. D
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Lesson 4

Self-Check 4.0 4. D 5. A 6. D 7. A 8. D	Pretest 6. B 7. D 8. B 9. A 10. B
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Lesson 4

Self-Check 5.0 9. C 10. D 11. D 12. B 13. A	Pretest 11. B 12. D 13. B 14. A 15. B
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References

Lesson 3

1. Basbas, David and Elizabeth Tejan. 2008. A Head Start to Hairdressing. Pearson Education: Australia.
2. Church, Charlotte at al. 2002. Hairdressing: Level 2. The Interactive Textbook. Routledge, New York
3. Department of Health. 1976 Code of Sanitation of the Philippines, P.D. 856, Sec. 6.
4. Patino-Del Rosario, Mary Jane. 2016. Hairdressing, Vol. I. Rex Book Store Inc.: Manila
5. TESDA. 2016. Training Regulations Hairdressing NC II.

Lesson 4

1. Basbas, David and Elizabeth Tejan. 2008. A Head Start to Hairdressing. Pearson Education: Australia.
2. Church, Charlotte at al. 2002. Hairdressing: Level 2. The Interactive Textbook. Routledge, New York.
3. Department of Health. 1976 Code of Sanitation of the Philippines, P.D. 856, Sec. 6.
4. Patino-Del Rosario, Mary Jane. 2016. Hairdressing, Vol. I. Rex Book Store Inc.: Manila.
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Lesson 5

1. Basbas, David and Elizabeth Tejan. 2008. A Head Start to Hairdressing. Pearson Education: Australia.
2. Church, Charlotte at al. 2002. Hairdressing: Level 2. The Interactive Textbook. Routledge, New York
3. Department of Health. 1976 Code of Sanitation of the Philippines, P.D. 856, Sec. 6.
4. Patino-Del Rosario, Mary Jane. 2016. Hairdressing, Vol. I. Rex Book Store Inc.: Manila
5. TESDA. 2016. Training Regulations Hairdressing

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