Contents

Requirements to Undertake A Risk Assessment ................................................................. 1
How to Use This Guide ........................................................................................................ 1
Risk Assessment Flow Chart - Hairdressing ................................................................. 2
Acid/Alkaline Perms ............................................................................................................. 3
Shampoos & Conditioners ................................................................................................. 7
Hair Dye and Colours ......................................................................................................... 9
Peroxide Solutions ............................................................................................................. 11
Powder Bleach .................................................................................................................. 14
Hair Sprays ....................................................................................................................... 17
Nail Products ..................................................................................................................... 19
Appendix A – Risk Assessment Template ....................................................................... 21
Appendix B – Example Hierarchy of Controls ............................................................... 22

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The information presented in this handbook is intended for general use only and may not be applicable in every circumstance. It is not a definitive guide to the law, and should be read in conjunction with any applicable legislation including the Occupational Health and Safety Act 2004 (Vic) and any associated Regulations. Accordingly, WorkSafe Victoria cannot be held responsible and extends no warranties as to the suitability of the information for any particular purpose; or actions taken by third parties as a result of information contained in this handbook. Some of the information in the handbook has been derived and adapted from the WorkSafe Queensland publication “Overview of work-related stress”.

This guidance has been reviewed and updated for the sole purpose of amending year and regulation references relating to the Occupational Health and Safety Regulations, in line with amendments which came into effect on 18 June 2017.
Hairdressing

Requirements to Undertake A Risk Assessment

This booklet has been prepared to assist hairdressers comply with their obligations under the Occupational Health & Safety Regulations 2017 (OHS Regulations). These regulations require employers, in consultation with employees, to:

- make a list of hazardous substances in the workplace (ie compile a register)
- obtain current manufacturers/importers’ Safety Data Sheets (SDS) for each product and put a copy in the register
- ensure SDS are accessible to employees
- identify hazardous substances in systems such as pipes, process vessels, reactor vessels or plant involved in a manufacturing process, where employees may be exposed to them (where applicable)
- undertake a risk assessment for all substances in use and any new substance
- revise risk assessments in accordance with the Regulations
- implement risk control measures
- ensure risk control measures are properly used and maintained
- ensure exposure standards are not exceeded
- undertake atmospheric monitoring and health surveillance if required
- provide personal protective equipment (PPE)
- keep various records including records of injuries/incidents and risk assessments.
- provide information, instruction, supervision and training to employees
- consult health and safety representatives (HSRs)

In order to fulfill these duties, employers must prepare a Register of Hazardous Substances. An example of such a register is provided in this guide.

Employers should be able to demonstrate they have carefully considered the questions raised in this guide and have taken all reasonable steps to eliminate or reduce employee exposures to substances used in the workplace.

Evidence of consultation with HSRs and employees is also required. The benefit of consultation with employees is that actual work practices will be reviewed as part of this risk assessment.

How to Use This Guide

Using the flow chart on the opposite page employers should be able to achieve compliance with the regulations.

Employers should note, the questions are generic to many of the substances and processes used in the industry but may not cover every process or chemical used in the industry.

This guide provides example risk assessments for the following processes and hazardous substances:

<table>
<thead>
<tr>
<th>Process</th>
<th>Tick if relevant</th>
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<tbody>
<tr>
<td>Acid/alkaline Perms</td>
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<tr>
<td>Shampoos &amp; Conditioners</td>
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<tr>
<td>Hair Dyes &amp; Colours</td>
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<tr>
<td>Peroxide Solutions</td>
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<td>Powder Bleach</td>
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<tr>
<td>Hair Sprays</td>
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<tr>
<td>Nail Products</td>
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</tbody>
</table>

List other processes or hazardous substances used at your salon:

Where other processes or hazardous substances are used (eg Sprayed hair colours), a risk assessment will need to be undertaken based on the hazards posed by the chemicals used in these additional processes (refer Appendix A for risk assessment template)

By answering the questions in this guide, employers will identify risks that need additional controls (safety measures).

If you require further assistance call the WorkSafe Advisory Service on 9641 1444 or 1800 136 089.
**Risk Assessment Flow Chart - Hairdressing**

**TOOLS**

1.0 Step 2
- Chemical labels
- Safety Data Sheets
- Hazardous Substances Compliance Code

2.0 Step 2a
- Hazardous Substances Example Register

3.0 Step 3, 4, 5
- Safety Data Sheets
- Hazardous Substances Risk Assessment Report
- Visual observations of work process

4.0 Step 6
- Hazardous Substances Action Plan

5.0 Step 7
- Hazardous Substances Action Plan

**RESPONSIBILITIES**

6.0 Step 1
- Salon Manager
- OHS Representative
- Staff Members

1.1 Steps 2 - 6
- Project team as above

2.1 Step 7
- Salon Manager

**CONSULTATION**

Consultation should occur in all processes after Step 2.

This should involve the following:
- OHS Representatives
- Union Representatives
- Employees involved in the use of hazardous substances

**TRAINING**

Training of employees should be undertaken in the following areas:
- Reading SDS’s & labels
- Hazards of exposure
- Safe Work Practices
- Use of PPE
- First Aid
Acid/Alkaline Perms

Acid/alkaline perms often involve the use of glyceryl thioglycolate ester which can lead to serious skin disorders (sensitisation). The process involves the mixing and application of liquids/pastes using a perming rod and plastic wrapping of the hair. After perming the substance is rinsed and neutralised using hydrogen peroxide. Hazards associated with cleaning and disposing of wrapping, cotton wool, paper towels, gloves and empty tubes should also be considered.

List possible health hazards which may result from using these products:

List any safety warnings issued on labels:

Has SDS and label information been read? (The regulations require you to consider this information)

Are the products used as described in the SDS and on the label?

Are the health effects described above applicable to the products used in your workplace?

If you answer No to this question you should complete the risk assessment template in Appendix A.

If Yes to all questions, proceed to the following questions

List who uses these substances or performs this process:

Does the form or concentration of the substance differ from that described above?

If you answer Yes to this question you should complete the risk assessment template in Appendix A.
1.0 Evidence of Exposure

Exposures to acid perms may not be evident until after the onset of a serious skin condition. Therefore the best indication of exposure is visual evidence of repeated skin contact.

- Is it common for employees to have acid perm solution contact their skin? □ yes □ no
- Do employees suffer rashes, skin dryness and cracking? □ yes □ no
- Do skin conditions deteriorate rapidly after returning from leave? □ yes □ no
- Do employees suffer asthma like symptoms during acid perms? □ yes □ no
- Do employees suffer nose irritation, redness or running noses when performing perms? □ yes □ no
- Does perming solution ever flick into operators eyes or onto their face? □ yes □ no
- Have any other incidents occurred during this process? (Note: ask employees and refer to injury register) □ yes □ no

If Yes to any of the above, additional safety measures as detailed below are necessary to further reduce the risk of exposure.

2.0 Minimising the Risk

- Are products selected which are free of glyceryl thioglycolate ester? (Note: ask suppliers) □ yes □ no
- Are acid perms obtained in special bottles/tubes that eliminate the more hazardous mixing process? □ yes □ no
- Is there adequate ventilation in the area where perms are performed? (Note: strong odours, eye irritation or breathing difficulties may suggest inadequate ventilation) □ yes □ no
- Are employees who are required to perform perms, rotated to minimise the duration of exposure? □ yes □ no

If No to any of the above, consider this initiative as a practical way to improve safety. Document any action required in section 5 of this risk assessment.
3.0 Safe Operating Procedures

Where acid perms must be handled, the safe work practices used by the employee are essential for preventing chemical exposures.

- Is the work area tidy and clean so that perming solution is not smeared on taps, tools, telephone and work surfaces?
- Are disposable paper towels used to wipe residues or spills? Reusable towels will spread contamination.
- Are residues washed from the skin rather than wiped? Wiping smears residues over a larger area.
- Are residues washed from the skin immediately rather than at the end of the perm?
- Are contaminated caps, wrapping, gloves, cotton disposed of immediately rather than placed on workbenches?
- Are all tools, clips, trays, perming rods, taps etc thoroughly washed after each perm?
- Are lids always replaced after using containers?
- Are hands washed at the end of each perm using pH neutral soap?
- Is moisturiser provided and applied regularly?
- Are containers of acid perm clearly labeled?
- Are employees trained in reading labels?
- Are employees trained in all of the above safe work procedures before performing acid perms?
- Are refresher training sessions held to maintain good work practices?
- Are employees informed of the hazards associated with introducing new products?

If No to any of the above, suitable safe work procedures need to be adopted to reduce the risk of exposure. Document any action required in the action plan at the end of this risk assessment.
4.0 Use of Protective Equipment

Gloves should be used at all times when mixing / decanting chemicals.

- Are gloves worn at all times when performing acid perms including:
  - During mixing?
  - During wrapping?
  - During hair rinsing?
  - During clean up?

- Are fresh gloves used for each perm?

- Are gloves made of latex or plastic if allergic to latex? (Note: vinyl gloves are not effective for glyceryl thioglycolate)

- Have employees been instructed on how to remove gloves without touching the skin?

- Is a clean plastic apron used to prevent contamination of clothing?

- Are safety spectacles worn during acid perms?

If No to any of the above, the use of protective equipment may not be providing sufficient protection. Actions must be taken to improve the effectiveness of protective equipment.

5.0 Results of Risk Assessment

Have any risks been identified?

- yes
- no

Comment:

Does a particular issue require further assessment (eg. monitoring, consultation, etc.)

- yes
- no

Comment:

ACTION PLAN List any actions required to further reduce risks. Person Responsible Date

1.

2.

3.

4.

- This Action Plan SHOULD be completed by the employer

- If after answering all the above questions, no actions are necessary to improve safety – Print “No Actions Necessary” in the above box.
Shampoos & Conditioners

Shampoos and conditioners may be identified as non-hazardous on the SDS but prolonged exposures may lead to skin irritation and dermatitis. Shampooing is generally considered less hazardous than other activities unless continuous or prolonged washing is performed.

List possible health hazards which may result from using these products:

List any safety warnings issued on labels:

Has SDS and label information been read? (The regulations require you to consider this information)

Are the products used as described in the SDS and on the label?

Are the health effects described above applicable to the products used in your workplace?

If you answer No to this question you should complete the risk assessment template in Appendix A.

If Yes to all questions, proceed to the following questions

List who uses these substances or performs this process:

hrs/day

hrs/day

hrs/day

hrs/day

Does the form or concentration of the substance differ from that described above?

If you answer Yes to this question you should complete the risk assessment template in Appendix A.

1.0 Evidence of Exposure

Shampoos and conditioners may aggravate skin complaints caused by exposures to other compounds.

- Do employees suffer from dry cracked skin? □ □
- Do rashes appear or irritation occur during the shampooing process? □ □
- Is there any discomfort during shampooing? □ □
- Have any other incidents occurred during this process? (Note: ask employees and refer to injury register) □ □

Shampooing and conditioning is a common and necessary task. Where you answer Yes to any of the above, additional safety measures should be implemented. Any of the risk minimisation initiatives or controls from below may be appropriate.

2.0 Minimising the Risk

- Where an employee is experiencing a skin condition, can the shampooing and conditioning be performed by an alternate person? □ □
- Where an individual is performing multiple or prolonged washing, are additional measures taken to provide greater protection (Note: mandatory use of gloves for designated washers) □ □
- Are employees trained in reading labels? □ □
- Are employees trained in all of the above safe work procedures before performing washing? □ □
- Are refresher training sessions held to maintain good work practices? □ □
- Are employees informed of the hazards associated with introducing new products? □ □

If No to any of the above, additional safety measures should be used to reduce the risk of exposure.
3.0 Use of Protective Equipment
Where employees have skin conditions, gloves should be worn.

- Are gloves worn whenever an employee is suffering dermatitis? [ ] yes [ ] no
- Are gloves dry? Wet gloves can aggravate skin conditions. [ ] yes [ ] no
- Where gloves are not worn, are barrier creams used to protect the skin from shampoos and conditioners? [ ] yes [ ] no
- Are gloves made of latex or vinyl if allergic to latex? [ ] yes [ ] no

If No to any of the above, the use of protective equipment could be used to reduce the risk of aggravating existing skin conditions. Where actions are required list these in the action plan below.

4.0 Results of Risk Assessment
Have any risks been identified?

Comment:

Does a particular issue require further assessment (e.g. monitoring, consultation, etc.)

Comment:

<table>
<thead>
<tr>
<th>ACTION PLAN</th>
<th>List any actions required to further reduce risks.</th>
<th>Person Responsible</th>
<th>Date</th>
</tr>
</thead>
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</table>

- This Action Plan SHOULD be completed by the employer
- If after answering all the above questions, no actions are necessary to improve safety – Print “No Actions Necessary” in the above box.
## Hair Dye and Colours

Hair dying and colouring may include a broad range of permanent and semi-permanent dyes which usually come in a cream or liquid form. Toxic compounds such as paraphenylene diamine (PPD) and hydrogen peroxide are common ingredients in this process. Repeated or prolonged exposure to PPD may result in serious skin disorders (sensitisation). PPD and hydrogen peroxide are also irritating to the eyes, nose and throat and may cause dermatitis.

Temporary colours are easier to wash from the hands but often contain azo dyes or phenyl amine compounds, which are suspected carcinogens (cancer causing substances). Alcohol as an ingredient makes skin contact with colours and dyes more hazardous.

The process of dyeing and colouring involves application of the dye from a tube using a brush. Foils or other devices are often used. Employees are required to work the dye through the hair using their hands.

The primary risk is repeated or prolonged skin exposure as well as possible eye and respiratory irritation.

### List possible health hazards which may result from using these products:

- 
- 
- 
- 

### List any safety warnings issued on labels:

- 
- 
- 

### Has SDS and label information been read?

(The regulations require you to consider this information)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### Are the products used as described in the SDS and on the label?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### Are the health effects described above applicable to the products used in your workplace?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### Does the form or concentration of the substance differ from that described above?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If you answer Yes to this question you should complete the risk assessment template in Appendix A.

### 1.0 Evidence of exposure

Exposures to dyes and colours are often not evident until after the onset of serious skin condition. Therefore the best indication of exposure is visual evidence of repeated skin contact.

- Is it common that employees suffer skin or clothing stains after performing dyes and colouring?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

- Are there residues on the outside of tubes?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
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</table>

- Are employees observed adjusting safety spectacles with contaminated gloves?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
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</table>

- Do skin conditions deteriorate rapidly after returning from leave?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

- Do employees suffer asthma like systems during acid perms?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
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</table>

- Have any other incidents occurred during this process? (Hint: ask employees and refer to injury register)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If Yes to any of the above, additional safety measures as detailed below are necessary to further reduce the risk of exposure.

### 2.0 Minimising the Risk

- Are products selected which are free of PPD? (hint: ask suppliers)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
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</table>

- Is mixing performed in an area that is isolated from other employees?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

- Is there adequate ventilation in the area where dyeing is performed? (hint: strong odours, eye irritation or breathing difficulties may suggest inadequate ventilation)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If No to any of the above, consider this initiative as a practical way to improve safety. Document any action required in section 5 of this risk assessment.
3.0 Safe Operating Procedures
Safe work practices are important to ensure dyes and colours are used safely

- Is mixing performed on a stable clean surface to minimise the risk of spillage?
- Is the work area tidy and clean so that dyes and colours are not smeared on taps, tools, telephone and work surfaces?
- Are disposable paper towels used to wipe residues or spills? Reusable towels will spread contamination
- Are residues washed from the skin rather than wiped? Wiping smears residues over a larger area.
- Are residues washed from the skin immediately rather than at the end of the job?
- Are lids always replaced after using tubes?
- Are tubes and containers of dyes and colours clearly labeled?
- Are employees trained in all of the above safe work procedures before performing tasks?
- Is refresher training held to remind employees of good work practices?

If No to any of the above, suitable safe work procedures need to be adopted to reduce the risk of exposure. Document any action required on the action plan at the end this risk assessment.

4.0 Use of Protective Equipment
Gloves should be used at all times when mixing/decanting chemicals.

- Are gloves worn whenever the tube of a colour is opened?
- Are fresh gloves used for each application?
- Are gloves made of latex or vinyl if allergic to latex?
- Have employees been instructed on how to remove gloves without touching the skin?
- Is a clean plastic apron used to prevent contamination of clothing?
- Are safety spectacles worn during dyes and colouring?

If No to any of the above, the use of protective equipment may not be providing sufficient protection. Actions should be taken to improve the effectiveness of protective equipment.

5.0 Results of Risk Assessment

Have any risks been identified?

Comment:

Does a particular issue require further assessment (e.g. monitoring, consultation, etc.)

Comment:
Peroxide Solutions

Peroxide solutions usually contain between 7-12% hydrogen peroxide. Hydrogen peroxide is a skin, eye, nose and throat irritant and can cause severe eye damage. Hydrogen peroxide comes in liquid form with more concentrated solutions being more hazardous. Hydrogen peroxide is also used as a neutraliser in perming solutions.

Application of the peroxides usually involves the peroxide solution being mixed with colours or bleaches. The mixture is then applied to the hair using a spatula or brush. Like colouring, foils or other devices are often used.

Hydrogen peroxide will cause irritation and make the skin itchy. When mixed with dyes or ammonium persulphate bleaches the skin becomes more susceptible to allergic dermatitis.

List possible health hazards which may result from using these products:

- 
- 
- 

List any safety warnings issued on labels:

- 
- 
- 

Has SDS and label information been read? (The regulations require you to consider this information)

- yes
- no

Are the products used as described in the SDS and on the label?

- yes
- no

Are the health effects described above applicable to the products used in your workplace?

- yes
- no

If you answer No to this question you should complete the risk assessment template in Appendix A.

If Yes to all questions, proceed to the following questions.

List who uses these substances or performs this process:

<table>
<thead>
<tr>
<th></th>
<th>hrs/day</th>
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</table>

Does the form or concentration of the substance differ from that described above?

- yes
- no

If you answer Yes to this question you should complete the risk assessment template in Appendix A.

1.0 Evidence of Exposure

Exposures to dyes and colours evident until after the onset of serious skin condition, therefore, the best indication of exposure is visual evidence of repeated skin contact.

- Do employees complain of itchy skin during or after handling peroxides?
- yes
- no

- Do employees exhibit skin discoloration where peroxide may have been splashed?
- yes
- no

- Is there evidence of bleaching of hand towels or clothing?
- yes
- no

- Are cloths contaminated with residues of peroxide solution?
- yes
- no

- Do employees suffer nose runs or watery eyes when handling peroxide?
- yes
- no

- Do skin conditions become inflamed when handling peroxides?
- yes
- no

- Do employees have difficulty breathing when handling peroxides (i.e. coughing or wheezing)?
- yes
- no

- Have any other incidents occurred during this process? (Hint: ask employees and refer to injury register)
- yes
- no

If Yes to any of the above, additional safety measures as detailed below are necessary to further reduce the risk of exposure.
2.0 Minimising the Risk

- Are products with low hydrogen peroxide concentrations used in preference to products with high concentrations?
- Is mixing performed in an area that is isolated from other employees?
- Is there adequate ventilation in the area where peroxides and dyes are mixed? (hint: eye irritation or breathing difficulties may suggest inadequate ventilation)

If No to any of the above, consider this initiative as a practical way to improve safety. Document any action required in section 5 of this risk assessment.

3.0 Safe Operating Procedures

Safe work practices are important to ensure peroxides are used safely

- Is a spatula used to mix the peroxide solutions? Use of brushes increases the risk of flicking product into eyes.
- Has the use of a transparent plastic splash shield been considered to minimise splashes during decanting and mixing?
- Are bottles containing peroxides clearly labeled?
- Is the area where peroxides are handled well drained and kept dry?
- Are disposable towels used to clean spills rather than permanent hand towels?
- Are lids always replaced after using bottles containing hydrogen peroxide?
- Are employees trained in all of the above safe work procedures before using hydrogen peroxide?
- Are refresher training sessions held to maintain good work practices?

If No to any of the above, improved safe work procedures need to be adopted to reduce the risk of exposure. Document any action required in section 5 of this risk assessment.

4.0 Use of Protective Equipment

Gloves should be used at all times when mixing/decanting chemicals.

- Are gloves worn whenever hydrogen peroxide is handled?
- Are long sleeves worn to protect the arms from splashes or contact with contaminated surfaces/implements etc?
- Are hands washed with warm soapy water before gloves are removed?
- Are fresh gloves used for each application?
- Are gloves replaced if water enters down the sleeve?
- Have employees been instructed on how to remove gloves without touching the skin?
- Is a clean plastic apron used to prevent contamination of clothing?
- Are safety spectacles worn when handling peroxide solutions? (hint contact lenses are not adequate)

If No to any of the above, the use of protective equipment may not be providing sufficient protection. Actions should be taken to improve the protection offered by use of protective equipment.
5.0 Results of Risk Assessment

Have any risks been identified?

Comment:

Does a particular issue require further assessment (e.g. monitoring, consultation, etc.)

Comment:

<table>
<thead>
<tr>
<th>ACTION PLAN</th>
<th>Person Responsible</th>
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- This Action Plan SHOULD be completed by the employer
- If after answering all the above questions, no actions are necessary to improve safety – Print “No Actions Necessary” in the above box.
**Powder Bleach**

Powdered Bleaches incorporate a range of persulphate salts including ammonia, sodium and potassium. All of these products may cause eye and nose irritation. Prolonged or repeated exist exposures may result in eczema, dermatitis and skin sensitisation.

The process usually involves the mixing of fine powders, which come in a bag, with liquid hydrogen peroxide. The preparation is mixed using a brush and applied to the hair. The use of foils, frosting caps hair clips and other instruments during bleaching is common.

Exposures result from breathing in the dusts, or corrosive dusts depositing in the eye. Alternatively the peroxide mix is left in contact with the skin for extended periods of time.

List possible health hazards which may result from using these products:

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<tr>
<th>Health Hazards</th>
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List any safety warnings issued on labels:

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<th>Safety Warnings</th>
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Has SDS and label information been read? (The regulations require you to consider this information)

Yes □ No □

Are the products used as described in the SDS and on the label?

Yes □ No □

Are the health effects described above applicable to the products used in your workplace?

Yes □ No □

If you answer No to this question you should complete the risk assessment template in Appendix A.

If Yes to all questions, proceed to the following questions

List who uses these substances or performs this process:

<table>
<thead>
<tr>
<th>User</th>
<th>Hrs/Day</th>
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</table>

Does the form or concentration of the substance differ from that described above?

Yes □ No □

If you answer Yes to this question you should complete the risk assessment template in Appendix A.

1.0 Evidence of Exposure

Exposures to peroxide may be immediately evident in the form of irritation or may not be evident until after the onset of serious skin conditions. Therefore when identifying whether exposures are occurring there needs to be an assessment of actual exposure and potential for exposure.

- Is dust visually evident in the air when mixing the preparation?
  - Yes □ No □

- Is the mixing area contaminated with a fine dust layer at the end of the day?
  - Yes □ No □

- Is there dust on the outside of the bags?
  - Yes □ No □

- Do employees suffer rashes, skin dryness and cracking?
  - Yes □ No □

- Do skin conditions deteriorate rapidly after returning from leave?
  - Yes □ No □

- Do employees suffer difficulty breathing when handing powder bleaches?
  - Yes □ No □

- Have any other incidents occurred during this process? (Hint: ask employees and refer to injury register)
  - Yes □ No □

If Yes to any of the above, additional safety measures as detailed below are necessary to further reduce the risk of exposure.

2.0 Minimising the Risk

- Are bleaches purchased in granule form rather than fine powders?
  - Yes □ No □

- Are products purchased which are “Dust Free”?
  - Yes □ No □

- Are powders purchased in screw top containers rather than bags?
  - (Hint: bags generate more dust when opening and closing. Rigid containers also minimise contact with the container when spooning out product)
  - Yes □ No □

- Is the brand of bleach selected ammonium persulphate free?
  - Yes □ No □

- Is there adequate ventilation in the area where preparation of bleaches takes place? (Hint: strong odours, eye irritation or breathing difficulties may suggest inadequate ventilation)
  - Yes □ No □
• Are employees required to perform bleaching rotated to reduce the duration of exposure?

If No to any of the above initiatives, consider this adopting this practice as a practical way to improve safety. Document any action required in section 5 of this risk assessment.

3.0 Safe Operating Procedures
Where powdered bleaches must be handled, the safe work practices used by the employee are essential for preventing chemical exposures.

• Is a long handled spoon used to decant powders? (short handled spoons increase risk of skin contact)
• Is a spout used to pour powders?
• Are containers and bags sealed after use?
• Is the work area tidy and clean so that perming solution is not smeared on taps, tools, telephone and work surfaces?
• Are disposable paper towels used to wipe residues or spills? Reusable towels will spread contamination
• Are residues washed from the skin rather than wiped? Wiping smears residues over a larger area.
• Are residues washed from the skin immediately rather than at the end of the bleach?
• Are contaminated caps, wrapping, gloves, cotton disposed of immediately rather than placed on workbenches?
• Are all tools, clips, trays, spatulas, taps etc thoroughly washed after each bleach?
• Is moisturiser provided and applied regularly?
• Are employees trained in all of the above safe work procedures before performing tasks?
• Are refresher training sessions held to maintain good work practices?
• Are employees trained in reading labels?
• Are employees informed of the hazards associated with introducing new products?

If No to any of the above, suitable safe work procedures need to be adopted to reduce the risk of exposure. Document any action required in section 5 of this risk assessment.

4.0 Use of Protective Equipment
Gloves should be used at all times when mixing/decanting chemicals.

• Are gloves worn at all times when performing bleaching including:
  − During mixing?
  − During wrapping?
  − During hair rinsing?
  − During clean up?
• Are fresh gloves used for each bleach?
• Are gloves made of latex or plastic if allergic to latex?
• Have employees been instructed on how to remove gloves without touching the skin?
• Is a clean plastic apron used to prevent contamination of clothing?
• Are safety spectacles worn during acid bleaching?

If No to any of the above, the use of protective equipment may not be providing sufficient protection. Actions should be taken to improve the effectiveness of protective equipment.

5.0 Results of Risk Assessment
Have any risks been identified?

Comment:

Does a particular issue require further assessment (e.g. monitoring, consultation, etc.)

Comment:
### ACTION PLAN

<table>
<thead>
<tr>
<th>Action Plan</th>
<th>Person Responsible</th>
<th>Date</th>
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</table>

- This Action Plan SHOULD be completed by the employer
- If after answering all the above questions, no actions are necessary to improve safety – Print "No Actions Necessary" in the above box.
Hair Sprays

Hair sprays including lacquers and styling mousses are not classified as hazardous. Nonetheless these products contain alcohols, and other hydrocarbon propellants such as propane and butane.

Aerosol hair colour, however, is classified as hazardous according to Safe Work Australia due to ingredients such as ammonia, diamine sulphate and phenylene diamine. These aerosols should never be used to dye eyelashes or eyebrows. Special precautions must be followed prior to the use of this product as specified in the manufacturer’s instructions. If this product is to be used a product specific risk assessment should be undertaken (refer Appendix A).

Hairsprays and lacquers are irritating to the eyes and skin. Intentional misuse of these products by deliberate inhalation may be fatal. These products are also highly flammable and should be stored separately to other chemicals.

List possible health hazards which may result from using these products:

List who uses these substances or performs this process:

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<thead>
<tr>
<th>Name</th>
<th>hrs/day</th>
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Does the form or concentration of the substance differ from that described above?

If you answer Yes to this question you should complete the risk assessment template in Appendix A

1.0 Evidence of Exposure

Exposures to hydrocarbon based aerosols will usually be immediately evident by noticing the following:

- Do employees experience dizziness, nausea or headaches after using sprays?
- Do skin conditions become inflamed or aggravated when using sprays?
- Do employees experience eye irritation or watering eyes when using sprays?
- Does the employees’ unprotected hand repeatedly become exposed to the spray when shielding the client’s face? (recommend use of glove to protect hand)
- Have any other incidents occurred during this process? (Hint: ask employees and refer to injury register)

If Yes to any of the above, additional safety measures as detailed below are necessary to further reduce the risk of exposure.
2.0 Safe Operating Procedures
The safe use of hairsprays requires the user to read and adhere to safe operating instructions.

- Is care taken to avoid spraying near other employees or clients?  
- Is the area adequately ventilated?  
- Are employees trained in reading labels?  
- Are employees informed of the hazards associated with introducing new products?  
- Are employees aware of the hazards associated with using hairsprays around food or drink?  
- Are employees trained in all of the above safe work procedures before performing tasks?

If No to any of the above, suitable safe work procedures need to be adopted to reduce the risk of exposure. Document any action required in section 5 of this risk assessment.

3.0 Use of Protective Equipment
Glasses should be used at all times when using hairsprays.

- Are safety glasses worn to reduce the impact of a direct eye spray?  

If No to any of the above, the use of protective equipment may not be providing sufficient protection. Actions must be taken to improve the effectiveness of protective equipment.

4.0 Results of Risk Assessment

Have any risks been identified?  

Comment:

Does a particular issue require further assessment (e.g. monitoring, consultation, etc.)

Comment:

ACTION PLAN List any actions required to further reduce risks. Person Responsible Date

1.  
2.  
3.  
4.  

- This Action Plan SHOULD be completed by the employer
- If after answering all the above questions, no actions are necessary to improve safety – Print "No Actions Necessary" in the above box.
Nail Products

These products include a range of liquid solvents, lacquers and applications, which contain hydrocarbons including ethyl methacrylate, methyl methacrylate, acetone, and amyl acetate.

Quantities used during nail procedures are usually small and the risk of generating mists or sprays, which may be inhaled or irritate eyes is lower than when using hairsprays. Nonetheless prolonged use of these products may be hazardous. In addition the odours generated from acrylate based products may be a serious nuisance issue.

These products are usually manually applied using cotton wool, brushes or other means from small bottles. Poor ventilation or enclosed work places may result in abnormally high exposures. In addition poor work practices where the face is positioned in close proximity to the substance during intricate work may also increase the risk of exposure.

List possible health hazards which may result from using these products:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

List any safety warnings issued on labels:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________  

Has SDS and label information been read?  
(The regulations require you to consider this information)

Yes  No

Are the products used as described in the SDS and on the label?

Yes  No  

Are the health effects described above applicable to the products used in your workplace?

Yes  No

If you answer No to this question you should complete the risk assessment template in Appendix A.

If you answer Yes to this question you should complete the risk assessment template in Appendix A.

Does the form or concentration of the substance differ from that described above?

Yes  No

1.0 Evidence of Exposure

Exposures to hydrocarbons in nail products will usually be immediately evident; however, some symptoms may not may result after many years of low level exposure:

- Do employees experience dizziness, nausea, fatigue or headaches after prolonged use of nail products?

Yes  No

- Do skin conditions become inflamed or aggravated when using nail products?

Yes  No

- Do employees experience eye irritation or watering eyes, coughing, or runny noses when nail products?

Yes  No

- Does breathing in vapours from nail products aggravate asthma in any employees?

Yes  No

- Have any other incidents occurred during this process? (Hint: ask employees and refer to injury register)

Yes  No

If Yes to any of the above, additional safety measures as detailed below are necessary to further reduce the risk of exposure.

List who uses these substances or performs this process:

___________________________________________________________________________ hrs/day
___________________________________________________________________________ hrs/day
___________________________________________________________________________ hrs/day

If  Yes  to all questions, proceed to the following questions.
2.0 Safe Operating Procedures

Safe work practices are an important part of controlling exposures to hazards of nail product application.

- Has ventilation been considered where employees are required to use nail products for prolonged periods? [yes] [no]
- Where ventilation is provided is it drawing air from below the worktable? (Note: vapours are heavier than air and will drop to the floor) [yes] [no]
- Has the installation of charcoal air filters been considered to remove vapours from the air? [yes] [no]
- Are lids on bottles easy to close? [yes] [no]
- Are lids always kept closed when bottles are not in use? [yes] [no]
- Are used cotton wool buds and other wipes/applicators disposed into a bin that is fitted with a lid? (Note: hydrocarbons will continue to evaporate into the workplace) [yes] [no]
- Are bottles and applicators positioned at a lower level than the worktable to keep them away from the breathing zone? [yes] [no]
- Are employees trained in all of the above safe work procedures before performing tasks? [yes] [no]
- Are refresher training sessions held to maintain good work practices? [yes] [no]
- Are employees trained in reading labels? [yes] [no]
- Are employees informed of the hazards associated with introducing new products? [yes] [no]

If No to any of the above, suitable safe work procedures need to be adopted to reduce the risk of exposure. Document any action required in section 5 of this risk assessment.

3.0 Use of Protective Equipment

Gloves should be used for washing and removal of nail polish or when exposure to these substances may be prolonged.

- Are gloves available for use where exposures may be repeated or prolonged? [yes] [no]
- Are barrier creams used to protect hands against repeated contact with nail products? [yes] [no]

If No to any of the above, the use of protective equipment may not be providing sufficient protection. Actions must be taken to improve the effectiveness of protective equipment.

4.0 Results of Risk Assessment

Have any risks been identified? [yes] [no]

Comment:

________________________

________________________

________________________

________________________

Does a particular issue require further assessment (eg monitoring, consultation, etc.)? [yes] [no]

Comment:

________________________

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ACTION PLAN List any actions required to further reduce risks. Person Responsible Date

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<thead>
<tr>
<th>ACTION PLAN</th>
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- This Action Plan SHOULD be completed by the employer
- If after answering all the above questions, no actions are necessary to improve safety – Print “No Actions Necessary” in the above box.
<table>
<thead>
<tr>
<th>Process Description</th>
<th>Substances identified as hazardous:</th>
<th>Name of person performing assessment:</th>
<th>Date:</th>
<th>Possible Health Effects</th>
<th>Routes of exposure</th>
<th>Current safety measures</th>
<th>Are additional measures required</th>
<th>Actions</th>
</tr>
</thead>
</table>

(To be used for processes, substances or hazards not covered in this guide)
### Appendix B – Example Hierarchy of Controls

<table>
<thead>
<tr>
<th>Control Measure</th>
<th>Explanation and Examples</th>
</tr>
</thead>
</table>
| **1) ELIMINATION** (consider first) | Eliminate the use of the substance. Example:  
- use a physical process instead of a process involving chemicals |
| **2a) SUBSTITUTION or** | Use a less hazardous substance or a less hazardous form of the substance. Examples:  
**Less hazardous substance**  
- Using water-based spray instead of solvent-based spray  
- Less hazardous form or process:  
- Purchase a substance in a less hazardous form (e.g. pellets instead of powder, lower concentration, ready to use product) |
| **2b) ISOLATION or** | Separate people from the substance by distance or barriers. Examples:  
- Use closed systems  
- Isolate the process to one room with restricted access  
- Distance employees from hazardous substances |
| **2c) ENGINEERING** | Physical controls (such as plant) that eliminate or reduce the generation of substances, suppress or contain substances, or limit the area of contamination in the event of spills and leaks. Examples:  
- Use partially enclosed, ventilated mixing booths  
- Use down draft ventilation for nail product application |
| **3) ADMINISTRATIVE** | Safe work practices. Examples:  
- Reduce the number of employees exposed  
- Reduce the duration and/or frequency of exposure to substances  
- Clean up spills immediately  
- Ensure no eating, drinking or smoking in areas where substances are used  
- Provide suitable washing facilities |
| **4) PERSONAL PROTECTIVE EQUIPMENT (PPE) (consider last)** | Provide protective clothing and equipment for employees, supervisors and visitors. Examples:  
- Aprons/gowns  
- Gloves  
- Chemical resistant glasses (safety glasses)  
- Head protection |
<table>
<thead>
<tr>
<th>Product/Substance Name</th>
<th>Is substance Hazardous? (a)</th>
<th>UN Number (a)</th>
<th>Dangerous Goods Class (a)</th>
<th>Date Risk Assessment was performed</th>
<th>Date of SDS</th>
<th>Date of SDS</th>
<th>Product/Substance Name</th>
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</thead>
<tbody>
<tr>
<td>TEC IN FX Lacquer 400G</td>
<td>Y</td>
<td>^</td>
<td></td>
<td></td>
<td>1996</td>
<td>6</td>
<td>Acid Perms</td>
</tr>
<tr>
<td>TEC IN FX Extra FX Gel 200ml</td>
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<td></td>
<td></td>
<td></td>
<td>1996</td>
<td>6</td>
<td>Nail product</td>
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<td>Diocolor Releaser</td>
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<td>NA</td>
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<td></td>
<td></td>
<td>Other</td>
</tr>
<tr>
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<td>^</td>
<td>NA</td>
<td>NA</td>
<td>May 96</td>
<td></td>
<td></td>
<td>Peroxides</td>
</tr>
<tr>
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<td>NA</td>
<td>NA</td>
<td>May 96</td>
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<td>Bleach</td>
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<tr>
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<td>NA</td>
<td>NA</td>
<td>May 96</td>
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<td></td>
<td>Bleach</td>
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<tr>
<td>Dulcia Dura AHA 1 +</td>
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<td>NA</td>
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<td>NA</td>
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<td></td>
<td>Dyes &amp; colours</td>
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<tr>
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<td>Acid Perms</td>
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<td>NA</td>
<td>May 96</td>
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<td>Date Risk Assessment</td>
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</table>

(1) Refer to Caution/Warning clauses on the label OR classification of substance in SDS to determine if substance is Hazardous

(2) United Nations Number (UN No.) will be found on the label or SDS

(3) Dangerous Goods Class can be obtained from the SDS or label

Note: Select the relevant Risk Assessment.
Further Information

Occupational Health and Safety Regulations 2017

*Hazardous Substances Compliance Code*
WorkSafe Victoria

WorkSafe Agents
Agent contact details are all available at worksafe.vic.gov.au/agents

Advisory Service
Phone,..................(03) 9641 1444
Toll-free,..............1800 136 089
Email,...............info@worksafe.vic.gov.au
Website,..........worksafe.vic.gov.au

For information about WorkSafe in your own language, call our Talking your Language service

廣東話................1300 559 141
Ελληνικά...............1300 650 535
Македонски..........1300 661 494
Italiano...............1300 660 210
普通話................1300 662 373
Српски...............1300 722 595
Español...............1300 724 101
Türkçe...............1300 725 445
Việt Ngữ...........1300 781 868
العربية...........1300 554 987
English.............1300 782 442
Other................1300 782 343