

**GEORGIA DEPARTMENT OF CORRECTIONS
INSTITUTIONAL BARBER/COSMETOLOGIST AND STAFF MEMBER ORIENTATION CHECKLIST**

<p>This checklist will be completed by the institutional Safety/Sanitation Officer who will, in the presence of the Barber/Cosmetologist and the staff member(s) assigned the responsibility of a barber shop, ensure that he or she understands each item.</p>		
NO	YES	
		1. The Barber/Cosmetologist can read aloud the Barber/Cosmetologist Shop rules.
		THE BARBER/COSMETOLOGIST AND STAFF MEMBER UNDERSTANDS AND CAN DEMONSTRATE THE FOLLOWING:
		2. All razors, scissors, combs, or other tools will be thoroughly washed with soap and running hot water to remove film and debris and effectively disinfected immediately after each use.
		3. After cleaning, the clipper blades shall be immersed in disinfectant solution and agitated for a period of not less than 10 minutes before use on another patron.
		4. He or she shall not use any headrest cover, neck strip, towel, or wash cloth that has been used on any other patron, unless the same shall have been properly laundered since its last use.
		5. Clean hair cloths may be reused; however, when a hair cloth is used, a neck strip, a freshly laundered towel, or other suitable protection shall be placed between the hair cloth and the neck of the patron. Soiled or unclean hair cloths shall not be used.
		6. Cotton pads, absorbent cotton, and other single or dispensable toilette articles shall not be reused, and shall be placed in a proper waste container immediately after each use.
		7. The common use of brushes, neck duster, shaving mugs, and shaving brushes is prohibited.
		8. The making of shaving lather in a wash basin or lavatory for use in serving a patron is prohibited.
		9. The use of powder puffs, sponges, lump alum, styptic pencils, and similar items is prohibited.
		10. The removal or treatment of blackheads, carbuncles, infected hairs, or any sore or lesion is prohibited.
		11. The pulling of hair from ears, nostrils, eyebrows, and/or moustaches is prohibited.
		12. The barber shall not serve any patron when the skin of the patron's face, neck or scalp is inflamed, has open lesions, scaling, contains pus, or is erupted, unless service is performed in accordance with the specific authorization of the Chief Medical Officer at the institution.
		13. No person shall be serviced when infested with head lice.
		14. The barber shall maintain good personal grooming habits, including close-cut fingernails and a neat personal appearance.
		15. The barber shall wash his or her hands with soap and running hot water between each patron.
		16. The barber shall sweep up loose hair between patrons and, in general, keep the barber shop area in a clean and orderly fashion.
		17. The barber shall not perform services to a patron if he or she (the barber) has open lesions on his or her hands, unless rubber medical gloves are used.
		18. The barber/cosmetologist and staff member(s) assigned the responsibility of a barber shop has reviewed the DOC Barber Shop Sanitation Procedures video.

Barber _____ Date _____

Safety/Sanitation Officer _____ Date _____

cc: Safety/Sanitation Officer (original)
Offender Barber File

Retention Schedule: Upon completion, this checklist shall be placed in the offender's institutional file and retained according to the official records retention schedule for that file.