

Performance Benchmark Guideline

SHBXWHS001

Apply safe hygiene, health and work practices

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Performance Benchmark Guideline

Action required by the RTO!

What are Performance Benchmarks?

Performance Benchmarks set standards for observable behaviours in each RTO's training environment. They allow the RTO to collect sufficient and valid Performance Evidence and ensure that the skills observed demonstrate:

- What the student actually did in the task
- How the student's actions in the task demonstrated the required skills
- The specific tasks, equipment, tools and materials used

The Performance Benchmarks should be used by all assessors assessing a Unit of Competency to ensure consistency in the judgement of competency.

What documents do you need to use Performance Benchmarks with?

- Step by Step instructions in the Performance Assessment Marking Guide
- Observation Checklist

Instructions

SDL has created generic Performance Benchmarks to use with the Observation Checklists. The RTO should contextualise the Performance Benchmarks provided to suit their own training environment, products and equipment used, and procedures used. Alternatively, if the RTO has their own document to record the Performance Benchmarks, this document can be disregarded.

The RTO should review and amend the Performance Benchmarks and use them when completing Observation Checklist 1, 2, 3 & 4. Students and all assessors who are to assess this unit must have access to the Performance Benchmarks. It is recommended to present the Performance Benchmarks on a PowerPoint for students to view whilst being assessed.

An appropriate person within the RTO should sign this document and then ensure it is used as a Master Document when the Observation Checklists are completed.

[Insert name of authorised person] has reviewed this document and contextualised the Performance Benchmarks to [Insert RTO NAME] training environment, products and equipment used and procedures used.

Signature

Date

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Performance Benchmarks for Observation Checklist 1

Observable Task	Performance Benchmarks
Prepare chemicals for use	
1. Mix cleaning chemicals	<p><i>The student should demonstrate the following to achieve competency when completing No. 1 on Observation Checklist 1</i></p> <ul style="list-style-type: none"> • Mix cleaning chemicals in accordance with manufacturer instructions and answers in Part 1 of Performance Assessment 1. • Wear PPE to mix disinfectant solution in accordance with answers in Part 1 Performance Assessment 1. • Mix the correct ratio of water and disinfectant solution in accordance with answers in Part 1 Performance Assessment 1.
2. Store cleaning chemicals	<p><i>The student should demonstrate the following to achieve competency when completing No.2 on Observation Checklist 1</i></p> <ul style="list-style-type: none"> • Store cleaning chemicals in accordance with manufacturer instructions and answers in Part 1 of Performance Assessment 1. • Store the diluted chemical into workplace container to be used for cleaning purposes. • Adhere a label to the container that identifies the chemical inside the container. • Store remaining undiluted disinfectant according to answers in Part 1 of Performance Assessment 1, manufacturer instructions and workplace policies and procedures.
Perform salon cleaning routine	
3. Clean work surfaces and maintain common areas throughout the day minimising inconvenience to customers and staff	<p><i>The student should demonstrate the following to achieve competency when completing No. 3 on Observation Checklist 1</i></p> <ul style="list-style-type: none"> • Routinely clean common areas at the beginning of the day, during the day as needed and the end of the day. • Select appropriate personal protective equipment (PPE) to clean work areas: <ul style="list-style-type: none"> ○ Gloves ○ (appropriate)

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	<ul style="list-style-type: none"> ○ Apron (if appropriate) ○ Face mask (if appropriate) ● Tidy work area, benches and counters and put items that are out of place back into their designated places. ● Wipe down surfaces and general salon areas with disinfectant solution and damp, clean cloth to ensure they are dust, product and spill free. ● Clean floor surfaces as needed to ensure they are free of spills, slip trip and fall hazards and debris. ● Clean work surfaces and common areas when they are not being used by clients or staff to minimise disruption.
4. Store salon equipment	<p><i>The student should demonstrate the following to achieve competency when completing No. 4 on Observation Checklist 1</i></p> <ul style="list-style-type: none"> ● Store salon equipment that has been cleaned and disinfected or sterilised. ● Store salon equipment in its designated area to ensure cleanliness and readiness for the next use. ● Store salon equipment in accordance with the Manufacturer Instructions.
5. Sort and dispose of waste into designated bins	<p><i>The student should demonstrate the following to achieve competency when completing No. 5 on Observation Checklist 1</i></p> <ul style="list-style-type: none"> ● Sort waste into categories and in accordance with answers in Part 1 of Performance Assessment 1: <ul style="list-style-type: none"> ○ Contaminated waste in bin specified for contaminated waste ○ General waste into lined general waste bin ○ Recyclables in recycling bin ○ Sharps in sharps bin ○ Hazardous substances to be solidified using absorbent material, placed into plastic bag and put into general waste <ul style="list-style-type: none"> ▪ To minimise negative environmental impact, hazardous substances should not be disposed down sink ● Dispose of waste in accordance with Health and Hygiene and Skin Penetration Guidelines for the state or territory the student is being assessed in. ● Remove waste from treatment areas and reception areas promptly.

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Clean blood or body fluid spill

6. Clean the blood or body fluid spill by following the procedure outlined in Performance Assessment 1

The student should demonstrate the following to achieve competency when completing No. 6 on Observation Checklist 1

- Ensure any non-intact skin is covered with waterproof dressing.
- Student Must wear single use gloves.
- Student may wear other personal protective equipment (PPE) such as:
 - Protective eyewear
 - Apron
 - Closed footwear
 - Masks
- Soak up blood or body fluid using paper towels.
- Dispose of paper towels immediately into clinical and related waste bin or in accordance with Health and Hygiene and/or Skin Penetration Guidelines for particular state or territory.
- Wash affected areas with warm water and detergent and bleach solution using 1:4 diluted bleach.
- Rinse and dry affected areas using paper towels.
- Dispose of paper towels into clinical and related waste bin or in accordance with Health and Hygiene and/or Skin Penetration Guidelines for particular state or territory.
- Dispose of gloves into clinical and related waste bin.
- Wash hands thoroughly in a basin that contains hot and cold running water using liquid soap and pat dry using single use towels or hand dryer.

7. Report the incident

The student should demonstrate the following to achieve competency when completing No. 7 on Observation Checklist 1

- Report incident using Incident Report Form to supervisor providing clear and succinct details of the incident.
- Complete Incident Report Form so that it is clear and legible.

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