



## ADMINISTRATIVE PROCEDURE

### INSTRUCTOR AND STUDENT USE OF HAIR-SHAPING OR STRAIGHT-EDGE RAZORS

6138

Procedure No.

July 1, 2005

Date

- I. **PURPOSE:** To provide procedures for Cosmetology, Barber/Hairstylist and Cosmetic Services, Other (Manicurist) instructors and students related to the purchase, transport, use and securement of a hair-shaping or straight-edge razor.
- II. **BACKGROUND:** Students enrolled in Cosmetology or Barber/Hairstylist Programs use the hair-shaping razor with removable safety guard or a straight-edge razor as part of their instructional program. Proper care, maintenance, storage, transport, and safe and appropriate use of razored instruments must be clearly defined.
- III. **DEFINITIONS:** The following definitions apply to this Administrative Procedure.
  - A. Razor – an instrument with a keen cutting edge used for shaving and hair and hair cutting.
  - B. Razor blade – cutting edge part of razor.
  - C. Hair-shaping razor – an instrument with a removable safety guard (single or double-edge).
  - D. Straight-edge razor – an instrument with a single-edge blade (to be disposed or Sharpened after using).
  - E. Razored instruments – to include both hair-shaping and straight-edge razor.
- IV. **PROCEDURES:** In order to meet the state licensure requirements for Cosmetology, Barber/Hairstylist and/or Cosmetic Services, Other (Manicurist), students enrolled in the following programs may use the razored instruments listed below, in compliance with sanitation, health and safety procedures:
  - A. Barber-Hairstylist: hair-shaping razor, with removable safety guard and and straight-edge razor.
  - B. Cosmetology: hair-shaping razor, with removable safety guard.
  - C. Cosmetic Services, Other (Manicurist): no razored instrument of any kind, including razored cuticle remover instruments, may be used in this program.



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V. **GENERAL PROCEDURES:** The following general procedures should be followed when demonstrating, using or storing razored instruments.

A. **Teacher and Student Use:** Instructors and students of Barber/Hairstylist and Cosmetology may use only the razored instruments appropriate for their program, as listed above.

B. **Sanitation, Health and Safety Issues:** Instructors and students must follow applicable guidelines and procedures related to sanitation, health and safety associated with the care and handling of razored instruments.

Instructors shall develop a competency sheet, including learner indicators, which documents student understanding or and proficiency in sanitation, health and safety procedures. These records shall be maintained in the classroom by the instructor. Students may not, under any circumstances, use razored instruments until they have successfully demonstrated an understanding of sanitation, health and safety procedures.

C. **Barbering/Hairstylist-Cosmetology Kits:** Razored instruments are not to be included in the student kits. The instructor of the program shall purchase razored instruments for student use, number and label each razored instrument, and maintain an inventoried log of this equipment.

D. **Storage:** All Barbering/Hairstylist and Cosmetology instructors shall store razored instruments in a secured, locked classroom area not accessible to Students. If instructors do not have access to a secured compartment or are in the classroom, the Technical Academy Principals or Vice Principals shall follow the procedures for installing locks by submitting a "Request for Carpentry Repairs to School Building" (PGIN 7540-5001). Until a locked area is secured in the classroom, instructors are to store razored instruments in a secure area of the school.

When not being used by the instructor as part of a demonstration or by students for hands-on application, all razored instruments must be inventoried and stored in a locked, secured area.

VI. **RELATED PROCEDURES:** Administrative Procedure 3522, Requesting Building Alterations and Improvements.



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- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Department of Curriculum and Instruction will maintain and update this procedure in conjunction with information provided by the State Licensing Boards of Cosmetology, Barbering/Hairstylist and Manicurist, the U.S. Department of Health and Human Services, U. S. Centers for Disease Control, and the Occupational, Safety and Health Administration.
- VIII **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure, Dated January 2, 1996.
- IX. **EFFECTIVE DATE:** July 1, 2005.

Approved by:  
Howard A. Burnett  
Interim Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11