K to 12 Basic Education Curriculum
Technology and Livelihood Education
Learning Module

BEAUTY CARE
(NAIL CARE) SERVICES

EXPLORATORY COURSE
Grades 7 and Grade 8
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Welcome to the world of **Beauty Care (Nail Care) Services**!

This Module is an exploratory course which leads you to **Beauty Care (Nail Care) Services** National Certificate Level II (NC II). It covers 4 common competencies that a Grade 7 / Grade 8 Technology and Livelihood Education (TLE) student like you ought to possess, namely:

1) Use of Nail Care Tools and Equipment;
2) Maintain Tools and Equipment;
3) Practice Occupational Health and Safety Procedure; and
4) Practice basic nail designs

These 4 common competencies are covered separately in 4 Lessons. As shown below, each Lesson is directed to the attainment of one or two learning outcomes:

**Lesson 1 – Use of Nail Care Tools and Equipment**
LO1. Prepare the necessary tools and equipment for the specific nail care activity.
LO2. Use nail care tools and equipment.

**Lesson 2 – Maintain Tools and Equipment**
LO1. Check condition of nail care tools and equipment
LO2. Perform basic preventive and corrective maintenance
LO3. Store nail care tools and equipment

**Lesson 3 – Practice Occupational Health and Safety Procedure**
LO1. Identify hazards and risks
LO2. Evaluate and control hazards and risks

**Lesson 4 – Practice basic nail designs**
LO1. Identify nail structure, shapes and nail diseases/disorders
LO2. Create basic nail designs

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1. **NATIONAL CERTIFICATE (NC)** is a certification issued to individuals who achieved all the required units of competency for a national qualification as defined under the Training Regulations. NCs are aligned to specific levels within the PTQF. *(TESDA Board Resolution No. 2004-13, Training Regulations Framework)*

**NATIONAL CERTIFICATE LEVEL** refers to the four (4) qualification levels defined in the Philippine TVET Qualifications Framework (PTQF) where the worker with:

- **NC I** performs a routine and predictable tasks; has little judgment; and, works under supervision;
- **NC II** performs prescribe range of functions involving known routines and procedures; has limited choice and complexity of functions, and has little accountability;
This Module has 4 Lessons. Each Lesson has the following:

- Learning Outcome/s
- Performance Standard
- Materials/Resources
- Definition of Terms
- What Do You Already Know?
- What Do You Need to Know?
- How Much Have You Learned?
- How Do You Apply What You Have Learned?
- How Well Did You Perform?
- What is your Score?
- References

To get the most from this Module, you’ve got to do the following:

- Begin by reading and understanding the Learning Outcome/s and Performance Standard/s. These tell you what you should know and be able to do at the end of this Module.
- Find out what you already know by taking the Pretest then check your answer based on the Answer Key. If you get 99 to 100% of the items correctly, you may proceed to the next Lesson. This means that you have no need to go through the Lesson because you already know what it is supposed to teach you. If you failed to get 99 to 100% of the items correctly, repeat the Lesson and review especially those items which you failed to get.
- Do the required Learning Activities. It begins with one or more Information Sheets. An Information Sheet contains important notes or basic information that you need to know. After reading the Information Sheet, test yourself on how much you learned way of the Self-check. Refer to the Answer Key for correction. Do not hesitate to go back to the Information Sheet when you do not get all test items correctly. This will ensure your mastery of basic information.
- It is not enough that you acquire content or information. You must be able to demonstrate what you learned by doing what the Activity/Operation/Job Sheet directs you to do. In other words, you must be able to apply what you learned in real life.
- How well did you perform? Accomplish the Scoring Rubrics.

Each Lesson also provides you with references and definition of key terms for your guide. They can be of great help. Use them fully.

If you have questions, don’t hesitate to ask your teacher for assistance.
LESSON 1

Use of Nail Care Tools and Equipment

LEARNING OUTCOMES:
At the end of this Lesson, you are expected to do the following:

LO 1. Prepare the necessary tools and equipment for the specific nail care activity; and
LO 2. Use nail care tools and equipment.
Definition of Terms

**Bevel** - a term in manicuring and pedicuring that means to shape the edge of something

**Dispose of** - to throw away

**Hygiene** - the science concerned with maintaining good health and cleanliness

** Implements** - articles or tools used in manicuring that are durable

**Infection** - a condition caused by a germ or a pathogen

**Pathogen** - a microbe or microorganism such as a virus, bacterium, prion, or fungus that causes disease

**Sterilization** - a term referring to any process that eliminates (removes) or kills all forms of microbial life

**Radiation** - a process in which energy is transmitted in the form of waves or particles that can be used to destroy micro-organisms

**Disinfectant** - an agent, such as heat, radiation, or a chemical, that destroys, neutralizes, or prevents the growth of disease-carrying microorganisms

**Antiseptic** - a substance, milder than a disinfectant, that prevents the growth and development of micro-organisms

**Cuticle** - the nonliving epidermis that surrounds the edges of the fingernail or toenail

**Moisten** - make wet or damp

**Nail bed** - the portion of the skin upon which the nail plate rests

**Effleurage** - a French word meaning "to skim" or "to touch lightly on", is a series of massage strokes used in Swedish massage to warm up the muscle

**Spa** - a beauty care service where curative minerals are present for beautification

**Hand Spa** - a beauty care service using natural oils, vitamins and minerals, having curative effect to the body

**Paraffin** - a waxy white or colorless solid hydrocarbon mixture used to make candles, wax paper, lubricants, and sealing materials

**Foot Spa** - a beauty care service offered by salons to relax and moisturize the feet
LEARNING OUTCOME 1

Prepare the necessary nail care tools and equipment for the specific nail care activity.

PERFORMANCE STANDARDS

- Tools and equipment are prepared based on salon procedure and policies.
- Tools and equipment are identified and checked according to task requirements.

Materials

- Hand tools, equipment and specifications
- Tools condition report forms
- Workplace/simulated environment

What Do You Already Know?

Let us determine how much you already know about the use of nail care tools and equipment. Take this test.

Pretest LO 1

Directions: Choose the letter of the correct answer. Write your answer on a separate sheet.

1. A tool that is used to push back or loosen the cuticles.
   a. Cuticle remover  c. Cuticle nail pusher
   b. Nail File  d. Emery board

2. An implement that is used to shape the free edges of the nail with the coarse side and bevel the nail with the finer side.
   a. Nail Cutter  c. Nail Trimmer
   b. Nail File  d. Nail Buffer
3. The equipment which is used to sanitize or kill bacteria or micro-organisms in metal implements.
   a. Hand Spa Machine
c. Solvent
   b. Buffer
d. Sterilizer

4. The implement with pointed and rounded ends to remove excess polish.
   a. Orangewood Stick
c. Nail Buffer
   b. Nail File
d. Emery board

5. The electronic gadget which is used to soothe pain of arthritis, muscle spasms and dry skin of the hands.
   a. Sterilizer
c. Hand Spa Machine
   b. Foot Spa Machine
d. Manicure Table

6. It is used to: smooth out ridges on the nails, give nails a healthy shine and remove any surface stain.
   a. Sterilizer
c. Nail file
   b. Buffer
d. Orangewood stick

7. A type of volcanic rock used to remove callouses.
   a. Foot spa basin
c. Pumice stone
   b. Foot spa tray
d. Cotton

8. It is a wheeled cart that is pushed by hand and used for transporting manicuring and pedicuring tools and materials.
   a. Trolley
c. Manicure tray
   b. Supply tray
d. Foot file

9. It is an organic compound used as sanitizer in nail salons.
   a. Base coat
c. Alcohol
   b. Top coat
d. Cuticle solvent

10. It is a clear polish applied to the nail plate before the application of colored polish.
    a. Base coat
c. Alcohol
    b. Top coat
d. Cuticle solvent
NAIL CARE  TOOLS AND EQUIPMENT

TOOLS are the articles used in any nail care service which are durable or permanent and are hand-held. Tools are also referred to as implements.

The tools commonly used in giving manicure and pedicure are the following:

**Callous Remover** is a tool designed to strip off calluses and corns.

**Cuticle Nail Pusher** is a tool used to push back and loosen the cuticles.

**Cuticle Nipper** is an implement used to cut the cuticles.

**Cuticle Scissor** is an implement to cut stubborn cuticles.

What Do You Need To Know?

Read the Information Sheet 1.1 very well then find out how much you can remember and how much you learned by doing Self-check 1.1.
**Finger or Manicure Bowl** is a small bowl used for soaking the fingers to soften the cuticles.

**Foot file** is made of metal or sandpaper, with a rough file on one side to remove calluses and a fine file on the other to smoothen the feet.

**Foot Spa Basin** is a large rectangular container used for bathing and soaking the feet when giving a pedicure.

**Manicure Tray** is a flat container where all the necessary tools and implements are placed for use by the manicurist.

**Manicure Nail Brush** is a plastic handled brush with nylon bristles used to clean dirt and cosmetic residue from the nail surface and skin.

**Mixing bowl** is a small open-top, rounded cup-like container used for mixing the aromatic oils and other fluids for the hand or foot spa.
**Nail Buffer** is an implement used for smoothening and polishing the nails.

![Nail Buffer Image](image1)

**Nail Cutter / Nail Clipper / Nail Trimmer** is a hand tool made of metal used to trim fingernails and toenails.

![Nail Cutter Image](image2)

**Nail File** is an implement used to shape the free edges of the nail with the coarse side and bevel the nail with the finer side.

![Nail File Image](image3)

**Orangewood Stick** is an implement with pointed and rounded ends to remove excess polish.

![Orangewood Stick Image](image4)

**Pedicure Nail Brush** is a tool used to remove cosmetics and cleanse nails.

![Pedicure Nail Brush Image](image5)

**Plastic Container for Cotton** is a small receptacle where cotton balls are put.

![Plastic Container for Cotton Image](image6)
**Pumice Stone** is a type of volcanic rock, which is actually frothy lava solidified to form a porous rock to remove dry and annoying skin of the feet as well as calluses.

**Supply Tray** is a flat container that holds the necessary cosmetics and implements.

**Trolley** is a wheeled cart that is pushed by hand and used for transporting manicuring and pedicuring tools and materials.

**Materials** are the cosmetics and supplies that are consumed and should be replaced from time to time. They are also called consumables.

The following are the materials used in giving manicure, pedicure, hand and foot spa:

**Alcohol** is an organic compound used as sanitizer.
**Antiseptic Solution** is an agent that reduces or prevents the multiplication of microorganisms.

**Apron** is an outer protective garment that covers primarily the front of the body to protect clothes from dirt or stains.

**Assorted Colored Nail Polish** is a lacquer applied on fingernails and toenails to decorate and/or protect the nail plate.

**Base Coat** is a clear layer of polish applied to the nail plate before the application of colored polish to smoothen surface for color and promote healthier nails.

**Benzalconium Chloride** is a yellow-white powder prepared in an aqueous solution used as surface disinfectant and topical antiseptic.

**Bleaching Soap** is a soap formulated to whiten the skin.
**Cling Wrap** is a thin plastic film used for sealing the paraffin during a hand spa.

**Cotton** is a soft white downy fiber for dubbing or cleaning the nails and removing nail polish.

**Cuticle Oil** is a mixture of fats and waxes containing lanolin and petroleum base to soften and lubricate the skin around the nails.

**Cuticle Remover** is a liquid used to soften nail cuticles and prepare them to be cut.

**Disinfectant** is an agent, such as heat, radiation, or a chemical, that destroys, neutralizes, or prevents the growth of disease-carrying microorganisms.

**Emery board** is a wooden, sand paper-like stick with a fine texture on one side and a coarse texture on the other side used to gently grind down the edges of the nails.
**First Aid Kit** is a collection of supplies for use in giving first aid.

**Foot Blush** is a liquid spray that contains peppermint and alpha hydroxyl acids derived from fruits that whisks away dead skin cells, deodorizes and soften the feet, giving it a pinkish glow after use.

**Foot Soak** is an herbal blend to relax, energize, soothe and deodorize the feet.

**Foot Scrub** is a mixture of natural ingredients to keep feet soft, smooth and moisturized.

**Garbage bins/bags** are plastic disposable bags or trash receptacles used to contain rubbish to keep the place clean.

**Hand Towel** is an absorbent cloth for drying the hands.
**Lotion** is any of various cosmetic preparations that are applied to soften the skin.

**Manicure pillow** is a hand cushion that helps a client to keep her hands steady and relaxed.

**Nail Hardener** is a liquid applied to the nails to form a protective barrier to prevent chipping, peeling and splitting of nails.

**Nail Polish Remover (Acetone)** is an organic solvent used to dissolve old polish on nails.

**Quick Dry** is a liquid applied to colored nail polish to dry faster.
**Solvent** is a substance used to thin out the nail polish when it has thickened.

**Toe Nail Separator** is a soft material where toes are inserted to keep them apart to prevent a freshly painted toenail from staining another toe.

**Top Coat** is a clear nail polish applied to the nails after the colored polish to protect it from scratches and chips, it makes nails harder and keep them looking shiny.

**Towel** is an absorbent cloth for drying the hands and feet.

**Wet Sanitizer** is a substance or preparation for killing germs.
**EQUIPMENT** are the items which are more or less durable and permanent needed for a particular activity or purpose.

These are the equipment and furniture or fixtures that are used in a salon:

**Chairs** are seats with back support which have four legs and some have rests for the arms.

**Foot Spa Machine** is an electronic gadget used for soaking, bathing and massaging the feet during a foot spa.

**Foot Spa Stool** is a simple seat with three or four legs designed to provide comfort and elevation during a foot spa.

**Hand Spa Machine** is an electronic gadget used to soothe the pain of arthritis, muscle spasms and dry cracked skin of the hands.

**Manicurist’s Chair or Stool** is the adjustable upholstered seat fitted over a metal or chrome.

**Manicure Table** is a furniture especially designed for giving manicure. Usually it has a laminated plastic surface and a drawer for storing materials. It is often fitted with ball casters for easy mobility.
**Sterilizer** is an equipment in a salon used for sterilizing metal implements to kill micro-organisms.

**Timer** is a device that can be preset to start or stop something at a given time.

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How Much Have You Learned?

**Self-Check 1.1**

Read the questions carefully. Write the answer on a separate sheet of paper.

1. What do we call the tool that is used to push back or loosen the cuticles?

2. What implement is used to shape the free edges of the nail with the coarse side and bevel the nail with the finer side?

3. What hand tool is made of metal and is used to trim fingernails and toenails?

4. How do we call the implement used for smoothening and polishing the nails?

5. How is a wooden, sand paper-like stick with a fine texture on one side and a coarse texture on the other side used to gently grind down the edges of the nails called?

6. How do we call the implement with pointed and rounded ends to remove excess polish?

7. What electronic gadget is used for soaking, bathing and massaging the feet during a foot spa?
8. What do we call the equipment in a salon that is used for sterilizing metal implements to kill micro-organisms?

9. How do we call the simple seat with three or four legs designed to provide comfort and elevation during a foot spa?

10. What electronic gadget is used to soothe pain of arthritis, muscle spasms and dry cracked skin of the hands?

Refer to the Answer Key. What is your score?

How Do You Apply What You Have Learned?

Show that you learned something by doing this activity

Activity Sheet 1.1

I. Identification of Tools and Equipment According to Task Requirement

Materials, Tools and Equipment

<table>
<thead>
<tr>
<th>Tools</th>
<th>Materials</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Callous Remover</td>
<td>Alcohol</td>
<td>Chairs</td>
</tr>
<tr>
<td>Cuticle Nail Pusher</td>
<td>Antiseptic Solution</td>
<td>Foot Spa Machine</td>
</tr>
<tr>
<td>Cuticle Nipper</td>
<td>Apron</td>
<td>Hand Spa Machine</td>
</tr>
<tr>
<td>Cuticle Scissor</td>
<td>Assorted Nail Polish</td>
<td>Foot Spa Stool</td>
</tr>
<tr>
<td>Finger or Manicure Bowl</td>
<td>Base Coat</td>
<td>Manicurist's Stool</td>
</tr>
<tr>
<td>Foot File</td>
<td>Benzalconium Chloride</td>
<td>Manicure Table</td>
</tr>
<tr>
<td>Foot Spa Basin</td>
<td>Bleaching Soap</td>
<td>Sterilizer</td>
</tr>
<tr>
<td>Foot Spa Tray with Handle</td>
<td>Cling Wrap</td>
<td>Timer</td>
</tr>
<tr>
<td>Manicure Tray</td>
<td>Cotton</td>
<td></td>
</tr>
<tr>
<td>Manicure Nail Brush</td>
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<td></td>
</tr>
<tr>
<td>Mixing Bowl</td>
<td>Cuticle Remover</td>
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</tr>
<tr>
<td>Nail Buffer</td>
<td>Disinfectant</td>
<td></td>
</tr>
<tr>
<td>Nail Cutter/Clipper/Trimmer</td>
<td>First Aid Kit</td>
<td></td>
</tr>
<tr>
<td>Nail File</td>
<td>Foot Blush</td>
<td></td>
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<tr>
<td>Orange Wood Stick</td>
<td>Foot Soak</td>
<td></td>
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<tr>
<td>Pedicure Nail Brush</td>
<td>Foot Scrub</td>
<td></td>
</tr>
<tr>
<td>Plastic Container for Cotton</td>
<td>Garbage Bags/Bins</td>
<td></td>
</tr>
<tr>
<td>Pumice Stone</td>
<td>Hand Towel</td>
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</tbody>
</table>

How Do You Apply What You Have Learned?
BEAUTY CARE (NAIL CARE) SERVICES
K to 12 – Technology and Livelihood Education

Instructions:

You are given different materials, tools and equipment. Group all the materials, then all
the tools and the third group, equipment.

II. Procedure:

1. Identify the tools, materials and equipment which are used in giving:
   A. Manicure and Pedicure
   B. Hand Spa
   C. Foot Spa

2. Check the tools, materials and equipment for proper operation as per safety
   practices.

3. Gather all the materials in the shop or laboratory. Classify all those unsafe for use
   and mark “S”; those unsafe for use, mark “U” and those for repair, “R”.

How Well Did You Perform?

Find out by accomplishing the Scoring Card honestly and sincerely. Remember it is your
at stake!

DIRECTIONS:

Evaluate yourself by checking the appropriate boxes to indicate the degree of
competency in nail care tools and equipment.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>15</th>
<th>10</th>
<th>5</th>
<th>Score</th>
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<td>Identify nail care tools, materials and equipment.</td>
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<td>Demonstrate knowledge on the safety practices of</td>
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<tr>
<td>nail care tools, materials and equipment.</td>
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<tr>
<td>Classify nail care tools and equipment according</td>
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</tbody>
</table>
to their standards of used

Total

Rating Scale:

15 - The student consistently perform tasks to standards with no supervision
10 - The student can perform the tasks with limited supervision
      and/or does not perform the task to standard.
5 - The student can perform the tasks with direct supervision.

I. Prepare the necessary tools, materials and equipment for the specific nail care services.

Materials, Tools and Equipment

<table>
<thead>
<tr>
<th>Tools</th>
<th>Materials</th>
<th>EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Chairs</td>
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<td>Antiseptic Solution</td>
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<td>Assorted Nail Polish</td>
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<td>Base Coat</td>
<td>Manicurist's Stool</td>
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<td>Foot File</td>
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<td>Foot Spa Basin</td>
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<td>Manicure Tray</td>
<td>Cotton</td>
<td></td>
</tr>
<tr>
<td>Manicure Nail Brush</td>
<td>Cuticle Oil</td>
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<tr>
<td>Mixing Bowl</td>
<td>Cuticle Remover</td>
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</tr>
<tr>
<td>Nail Buffer</td>
<td>Disinfectant</td>
<td></td>
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<tr>
<td>Nail Cutter/Clipper/Trimmer</td>
<td>First Aid Kit</td>
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</tr>
<tr>
<td>Nail File</td>
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<td></td>
</tr>
<tr>
<td>Orange Wood Stick</td>
<td>Foot Soak</td>
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</tr>
<tr>
<td>Pedicure Nail Brush</td>
<td>Foot Scrub</td>
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<tr>
<td>Plastic Container for Cotton</td>
<td>Garbage Bags/Bins</td>
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<tr>
<td>Pumice Stone</td>
<td>Hand Towel</td>
<td></td>
</tr>
<tr>
<td>Trolleys</td>
<td>Emery board</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lotion</td>
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<td></td>
<td>Manicure Pillow</td>
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</tr>
<tr>
<td></td>
<td>Nail Hardener</td>
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</tr>
<tr>
<td></td>
<td>Nail Polish Remover</td>
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<tr>
<td></td>
<td>Quick Dry</td>
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<td>Solvent</td>
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<tr>
<td></td>
<td>Toe Nail Separator</td>
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<td></td>
<td>Top Coat</td>
<td></td>
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<tr>
<td></td>
<td>Wet Sanitizer</td>
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</tbody>
</table>
Instructions:

Given the materials, tools and equipment, demonstrate how to prepare them.

Activity Sheet 1.2

I. MANICURE

- Sponge the manicure tabletop with disinfectant.
- Place a clean towel over the armrest or cushion.
- Place a finger bath of warm soapy water to the left of the patron.
- Place the metal implements and orange wood sticks in a jar sanitizer containing cottons saturated with alcohol.
- Arrange cream jars, lotion bottles and nail polishes to the left of the manicurist in the order to be used.
- Place the nail file, fresh emery boards and buffer to the right of the manicurist.
- Attach a small plastic bag to the table with scotch tape on either the right or the left side to receive soiled materials.
- Ensure that all the necessary materials are neatly organized on the trolley.
II. PEDICURE

Prepare the tools, materials and equipment neatly on a trolley.

Place towels on your lap; one is for your lap and the other is for drying the patron’s feet.

Place a tissue or disposable pedicure mat on your lap to catch any nail clipplings or filings.

III. HAND SPA

Set the hand spa machine to appropriate temperature.

Prepare the paraffin, baby oil, plastic wrap, avocado, lemon, hand cream, petroleum jelly, cotton gloves, towels & yoghurt on a trolley.

Prepare a fresh bowl of water for the client to soak his hands into.
IV. FOOT SPA

1. Sterilize all metal instruments in the sterilizer.
2. Sanitize all non-metal instruments by immersing them in disinfecting fluid.
3. Prepare all the equipment neatly on the trolley.
4. Place a bowl of warm soapy water on the towel previously placed on the floor.
5. Set the foot spa machine to appropriate temperature.
6. Prepare two towels; one for protection, the other is for drying the client’s feet.
Find out by accomplishing the Scoring Rubric honestly and sincerely. Remember it is your learning at stake!

### Rubric for Performance

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Highly Skilled 5</th>
<th>Skilled 4</th>
<th>Moderately Skilled 3</th>
<th>Unskilled 2</th>
<th>No Attempt 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of tools, equipment and materials (20%)</td>
<td>Appropriate selection, preparation and use of materials and tools/equipment all the time</td>
<td>Appropriate selection, preparation and use of materials and tools/equipment most of the time</td>
<td>Appropriate selection, preparation and use of materials and tools/equipment some of the time</td>
<td>Never selects, prepares and use appropriate materials and tools/equipment</td>
<td>No attempt to use tools/equipment</td>
</tr>
<tr>
<td>Application of Procedure (40%)</td>
<td>Systematic application of procedures all the time without supervision</td>
<td>Systematic application of procedures most of the time with minimum supervision</td>
<td>Systematic application of procedures some of the time with constant supervision</td>
<td>Never follows systematic application of procedures and highly development on supervision</td>
<td>No attempt to apply procedures to project/activity</td>
</tr>
<tr>
<td>Safety / Work Habits (30%)</td>
<td>Highly self-motivated and observes all safety precautions at all times</td>
<td>Self-motivated and observes most safety precautions most of the time</td>
<td>Self-motivated and observes sometimes some safety precautions</td>
<td>Needs to be motivated and does not observe safety precaution</td>
<td>No motivation and totally disregards precaution</td>
</tr>
<tr>
<td>Speed / Time (10%)</td>
<td>Work finished ahead of time</td>
<td>Work finished meets deadline</td>
<td>Work finished close to deadline</td>
<td>Work finished way beyond deadline</td>
<td>No concept of time</td>
</tr>
</tbody>
</table>

**Rating Scale**

Weighted Score: = Score x Item (weight)
Score Percentage = Total weighted score x 30 + 70

**Example:**

<table>
<thead>
<tr>
<th>Score</th>
<th>Item (weight)</th>
<th>Weighted Score</th>
<th>Score Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 x 20%</td>
<td></td>
<td>1</td>
<td></td>
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<tr>
<td>5 x 40%</td>
<td></td>
<td>2</td>
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</tr>
<tr>
<td>4 x 30%</td>
<td></td>
<td>1.2</td>
<td></td>
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<tr>
<td>3 x 10%</td>
<td></td>
<td>0.3</td>
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<tr>
<td>sum</td>
<td></td>
<td>4.5</td>
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</tbody>
</table>

Total weighted score = 4.5
Score Percentage
= \frac{4.5 \times 30 + 70}{5}
Grade = 97

**Note:** If you want to consider a higher grade of your students adjust score percentage, you can change it to 40 + 60.

---

**How Do You Extend Your Learning?**

**I. Directions:** After learning about the different tools, materials and equipment, with your own sets of nail care tools, materials and equipment, classify them using the grid below. Do this on a separate sheet of paper.

<table>
<thead>
<tr>
<th>TOOLS</th>
<th>MATERIALS</th>
<th>EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<td>6.</td>
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<td>7.</td>
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<td>8.</td>
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<td>10.</td>
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<td>11.</td>
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<td>12.</td>
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<td>13.</td>
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<td>14.</td>
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<td>15.</td>
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<tr>
<td>16.</td>
<td></td>
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<td>17.</td>
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<td>18.</td>
<td></td>
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<tr>
<td>19.</td>
<td></td>
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<tr>
<td>20.</td>
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<td>21.</td>
<td></td>
<td></td>
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<tr>
<td>22.</td>
<td></td>
<td></td>
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<tr>
<td>23.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LEARNING OUTCOME 2

Use nail care tools and equipment

PERFORMANCE STANDARDS

- Tools and equipment are used according to task requirements.
- Safety procedure of using tools and equipment are observed.

Materials

- Hand tools, equipment and specification
- Personal protective equipment (PPE)
- Workplace/simulated environment

What Do You Already Know?

Let us determine how much you already know about the use nail care tools and equipment. Take this test.

Pretest LO 2

Directions: Match the word in column A with its description in column B. Write the letter of the correct answer on a separate sheet.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Emery board</td>
<td>a. an electronic gadget that is used in giving foot spa.</td>
</tr>
<tr>
<td>2. Nail buffer</td>
<td>b. a tool that is used to give the nail a natural glow</td>
</tr>
<tr>
<td>3. Callous remover</td>
<td>c. an implement that is used to bevel and smoothen the nail.</td>
</tr>
<tr>
<td>4. Foot spa machine</td>
<td>d. a tool that is used to remove callouses</td>
</tr>
<tr>
<td>5. Cuticle nipper</td>
<td>e. it is used to remove nail polish</td>
</tr>
<tr>
<td>6. Cuticle pusher</td>
<td>f. it is a soft material inserted to toes</td>
</tr>
<tr>
<td>7. Foot scrub</td>
<td>g. It is an implement with pointed and rounded ends</td>
</tr>
<tr>
<td>8. Orangewood stick</td>
<td></td>
</tr>
</tbody>
</table>
9. Acetone  
10. Toe nail separator

<table>
<thead>
<tr>
<th>Acetone</th>
<th>used to remove excess polish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toe nail separator</td>
<td>an implement used to push dead cuticle</td>
</tr>
<tr>
<td></td>
<td>it is a mixture of natural ingredients to keep feet soft, smooth and moisturized</td>
</tr>
</tbody>
</table>

What Do You Need To Know?

Read the Information Sheet 2.1 very well then find out how much you can remember and how much you learned by doing Self-check 2.1.

Information Sheet 2.1

Nail Care, once considered as a luxury for the few or as a mark of distinction between the rich and the poor, is now within the reach of the general public. In fact, part of a person’s grooming and a form of inexpensive relaxation is a regular nail care activity – be it manicure, pedicure, hand spa or foot spa.

The following shows the proper way of holding and handling some nail care tools or implements and equipment.

MANICURE AND PEDICURE

Nail File

- Hold the file firmly in the right or left hand (as the case may be), with the thumb underneath it for support and the other four fingers on its upper surface. Place the file slightly under the free edge and file the nail from corner to center, shaping the nail. Never file back and forth; this would cause the nails to crack and split. Do not file deep into the corners; this weakens the nails, hurt the skin and cause ingrown nails.

Emery Board

- It is held in the same manner as the nail file. Bevel the rough surface of the nail using the fine side to smoothen it. Emery boards are discarded after use on one person.
Orangewood Stick
- It is held in the same manner as in writing with a pencil. To loosen cuticle, work around nail; for applying oil or solvent, slightly dip the cotton-tipped orangewood stick and work around the base of the nail; to clean under the free edge of the nail, from the center toward each side, with gentle pressure so that live tissue at the root of the nail will not be injured.

Cuticle Nail Pusher
- It is held in the same manner as in writing with a pencil. The dull spade side is used to push back and loosen the cuticles. Keep cuticle moist using cuticle remover while working. Use the cuticle pusher in a flat position to remove dead cuticle adhering to the nail without scratching the nail plate. In using the pusher, avoid too much pressure to prevent injury on tissues.

Cuticle Nipper
- Pick up the cuticle nipper by the handles and turn the cutting edges towards you; place the bent tip of the index finger over the top of the shank. Place the thumb on the side of the handle and the remaining fingers over the opposite handle. Use it with utmost care to remove dead cuticle and hangnails so as not to injure live tissue

Nail Cutter
- Hold clippers with cutting edges downward between thumb, index and middle finger. Press clipper handles by squeezing them together and remove excess nail length

Nail Brush
- Insert the ring finger and pinky in the nail brush handle and brush the nails with a downward motion from the base to the fingertips to clean the nails and fingers.

Nail Buffer
- Place the thumb and the ring finger under the handle of the buffer while the index
and the middle fingers are on its top and the pinky is on its side. Apply a small amount of powder over the buffer then buff the nails with downward strokes from the base to the free edge of each nail until a smooth clear gloss has been obtained. Buffing helps in giving the nail natural gloss and increases blood circulation to the finger tips. To prevent heating and burning sensation, lift the buffer from the nail after each stroke.

HAND AND FOOT SPA

Foot File

- Start with the course side of the foot file. Gently slide it back and forth across the ball of your foot and the bottom the toes. Still with the rough side of the file work mostly on the outside rim of the heel. Flip the file over and repeat the process with each foot. The fine side will smoothen the skin and leave it feeling polished.

Callous Remover

- Insert the blade into the callous remover with care. Lay the callous remover on the top thick part of the callous. Do not lay the blade above the area that is going to be cut, as this may result in cutting the soft part of the foot, resulting to open wound. Applying light pressure with a steady hand on the callous remover, gently glide it over the callous. Repeat the process if necessary until the callous is thinner. Smoothen the callous with a foot file.

Pumice Stone

- After soaking the feet in warm soapy water, use the pumice stone to gently buff away cracked or dry skin of the feet with a soft, circular motion. Never apply heavy pressure to the pumice for this can cause sores, open wounds and possible infection.
Hand and Foot Spa Machine

- Make sure that electrical wirings are dry and protected from accidental water spillage.
- Set the machine to the temperature that the client can withstand.

Learning to use tools and equipment properly assures you that you will give your client a nail care service safely. You should carefully follow these tips if you want to achieve quality service all the time.

**PPE (Personal Protective Equipment)**

Personal Protective Equipment are the garments designed to protect the wearer’s body from injury or chemicals or for job-related occupational safety and health purposes.

**Glove** is a garment covering for the whole hand.

**Smock gown** is a loose cloak or robe worn to protect the clothes.

**Mask** is a protective face covering for hygienic purposes and to prevent the face from chemical exposure.
Headband is a band of absorbent material worn on or around the head across the forehead to keep the sweat and the hair off the face.

How Much Have You Learned?

Self-Check 2.1

Refer to the Answer Key. What is your score?

I. Answer each question briefly.

1. Why should filing be done from the corners to the center of the nails?

2. Why is gentle pressure applied in using orangewood stick?

3. What effect does buffing have on the nails?

4. Why should a cuticle nipper be used with utmost care?

5. What would likely to happen if heavy pressure is applied when using a pumice stone?
I. Demonstration on the proper use of nail care tools and equipment

Materials, Tools and Equipment

<table>
<thead>
<tr>
<th>Materials</th>
<th>Cuticle Remover</th>
<th>Hand Towel</th>
<th>First Aid Kit</th>
<th>Antiseptic Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tools</td>
<td>Nail File</td>
<td>Orangewood Stick</td>
<td>Cuticle Nail Pusher</td>
<td>Nail Cutter</td>
</tr>
<tr>
<td>Equipment</td>
<td>Foot Spa Machine</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Procedure:
1. Demonstrate the proper use of the following tools:
   a. Cuticle Nail Pusher
   b. Nail File
   c. Orangewood Stick
   d. Nail Cutter
2. Show how to set the hand spa machine for use.
3. Act out how to set a foot spa machine for use.

II-A. Materials and Tools:

<table>
<thead>
<tr>
<th>Materials</th>
<th>Cuticle Remover</th>
<th>Cotton</th>
<th>Hand Towel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tools</td>
<td>Orangewood Stick</td>
<td>Cuticle Nail Pusher</td>
<td></td>
</tr>
</tbody>
</table>

Instructions:
1. Apply cuticle remover to cuticle in one stroke. Spread it with a brush.
2. Allow to stand for 1 minute.
3. Hold orangewood stick tipped with cotton or cuticle nail pusher 2.5 cm from tip.
4. Starting at one side of the nail, gently begin to loosen the cuticle with a rotating action. Work from one side of the nail to the other.
5. Using tip of the implement, remove matter from under the free-edge.
6. Using a cotton, carefully mold back skin, wiping off remaining cuticle remover.
III-B. Materials and Tools:

<table>
<thead>
<tr>
<th>Materials</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antiseptic Solution</td>
<td>Nail Cutter/Clipper</td>
</tr>
<tr>
<td>Cotton</td>
<td></td>
</tr>
<tr>
<td>First Aid Kit</td>
<td></td>
</tr>
</tbody>
</table>

Instructions:
1. Adjust clipper in working position.
2. Turn client’s palm up.
3. Hold client’s finger upright between your thumb and fingers.
4. Hold clippers with cutting edges downward between thumb and index and middle fingers.
5. Place nail plate between cutting edges, holding clipper to cut straight across nail plate.
6. Gauge the desired length of nail (not shorter than 3mm).
7. Press clipper handles by squeezing handles together, and remove excess length.

Find out by accomplishing the Scoring Rubric honestly and sincerely. Remember it is your learning at stake!

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrated the proper way of using all nail care tools and equipment</td>
<td>15 pts.</td>
</tr>
<tr>
<td>Demonstrated the proper way of using most of the nail care tools and equipment</td>
<td>10 pts.</td>
</tr>
<tr>
<td>Demonstrated the proper way of using some of the nail care tools and equipment</td>
<td>5 pts.</td>
</tr>
<tr>
<td>Failed to demonstrate the proper way of using nail care tools and equipment</td>
<td>1 pt.</td>
</tr>
</tbody>
</table>

Rating Scale:
- 15 - Very Good
- 10 - Good
- 5 - Fair
- 1 –Needs Improvement
After learning how to use the different nail care tools and equipment properly, you will be shaping the nail using the emery board on your own.

1. Hold emery board between thumb and index finger of the dominant hand.
2. Hold the client’s fingertip between thumb and index finger of auxiliary hand.
3. Position the emery board under the free edge of the nail.
4. Slide emery board across free edge to center of nail edge in one stroke. Work from the corner to the center of the nail.
5. Place the emery board on the opposite side of the nail and repeat procedure.
6. Repeat until desired shape is achieved.
7. Check nail edge for rough spots. Bevel nail by lightly filing edge downward with the fine side of the emery board.

When you are finished, check your work and then show it to your teacher for critiquing.

Congratulations! You did a great job! Rest and relax a while then move on to the next lesson. Good luck!

REFERENCES

LO 1

LO 2
LESSON 2

Maintain tools and equipment

LEARNING OUTCOMES:
At the end of this Lesson you are expected to do the following:

LO 1. Check condition of nail care tools and equipment;
LO 2. Perform basic preventive and corrective maintenance;
and
LO 3. Store nail care tools and equipment.
Definition of Terms

**Antiseptic** - a substance, milder than a disinfectant, that prevents the growth and development of micro-organisms

**Contaminated wastes** - materials which are infected or with some measure of decay

**Disinfectant** - an agent, such as heat, radiation, or a chemical, that destroys, neutralizes, or prevents the growth of disease-carrying microorganisms

**Dispose of** - to throw away

**Foot Spa** - a beauty care service offered by salons to relax and moisturize the feet

**Hand Spa** - a beauty care service using natural oils, vitamins and minerals, having curative effect to the body

**Hygiene** - the science concerned with maintaining good health and cleanliness

**Implements** - articles or tools used in manicuring that are durable

**Infection** - a condition caused by a germ or a pathogen

**Pathogen** - a microbe or microorganism such as a virus, bacterium, prion, or fungus that causes disease

**Polythene** - a kind of plastic commonly used as grocery bags, shampoo bottles, children's toys among others

**PPE (Personal Protective Equipment)** - protective clothing designed to protect the wearer's body from injury or chemicals or for job-related occupational safety and health purposes

**Radiation** - a process in which energy in transmitted in the form of waves or particles that can be used to destroy micro-organisms

**Spa** - a beauty care service where curative minerals are present for beautification

**Sterilization** - a term referring to any process that eliminates (removes) or kills all forms of microbial life
LEARNING OUTCOME 1

Check condition of nail care tools and equipment

PERFORMANCE STANDARDS

- Procedures for sterilization and sanitation of nail care tools and equipment are followed
- Non-functional tools and equipment are segregated and labeled according to classification.
- Tools and equipment are safely stored in accordance with salon requirements and local health regulations.
- Conditions of PPE are checked in accordance with manufacturer’s instructions

Materials

- Tools, equipment and specification
- Personal protective equipment (PPE)
- Workplace/simulated environment

What Do You Already Know?

Let us determine how much you already know about the use of nail care tools and equipment. Take this test.

A. Multiple Choice

Directions: Choose the letter of the correct answer. Write your answer on a separate sheet.

1. It is the process of destroying all living micro-organisms.
   a. Sanitation
   b. Disinfecting
   c. Sterilization
   d. Sanitization
2. It is the process of destroying some, but not all micro-organisms using heat or antiseptics.
   a. Sanitation  
   b. Disinfecting  
   c. Sterilization  
   d. Sanitization

3. It is a substance used to control micro-organisms on non-living surfaces.
   a. Antiseptic  
   b. Solvent  
   c. Disinfectant  
   d. Nail Hardener

4. It is an agent that prevents the multiplication of micro-organisms.
   a. Antiseptic  
   b. Solvent  
   c. Disinfectant  
   d. Nail Hardener

5. It is the application of measures to promote public health and prevent the spread of infectious diseases.
   a. Sanitation  
   b. Disinfecting  
   c. Sterilization  
   d. Sanitization

B. Essay

Directions: Briefly discuss the following questions

1. A strong emphasis is placed on sanitizing all implements and equipment. Why is sanitizing so important in nail care?
2. Differentiate sanitation from sterilization.

What Do You Need To Know?

Read the Information Sheet 1.1 very well then find out how much you can remember and how much you learned by doing Self-check 1.1.

Check condition of tools and equipment

It is important to assemble, sanitize and sterilize all the necessary items before starting any nail care activity. Sanitation is the application of measures to promote public health and prevent the spread of infectious diseases. The observance of safety rules in the salon industry can be of great help in preventing accidents and injury to anyone in the salon.
What is meant by Sterilization? What is Sanitization?

**Sterilization** is the process of destroying all living micro-organisms. **Sanitization** is the process of destroying some, but not all micro-organisms. Sterilization and sanitization techniques which are being practiced in the beauty salon involve the use of physical agents like heat and radiation; and chemical agents like antiseptics and vapor fumigants.

What is the difference between **disinfectant** and **antiseptic**?

A **disinfectant** is a substance used to control micro-organisms on non-living surfaces such as tools, equipment, and furniture/fixtures. An **antiseptic** is an agent that prevents the multiplication of micro-organisms. Since it is milder than a disinfectant, it can be used directly on the skin.

**Preparation of Equipment to be Sanitized**

a. Read directions on disinfectant.

b. Measure and mix disinfectant as directed.

c. Saturate a cleaning cloth with disinfectant solution and wipe entire surface area of equipment.

d. Wipe the surface with paper towel to dry it.

e. Dispose of sanitizing solution and used towels.

**Preparation of Metals Implements for Sterilization**

a. Soak the tools/implements in hot, soapy water solution to remove any debris and oil residue. Rinse them thoroughly.

b. Place the tools/implements in a 70% to 90% alcohol solution for 20 minutes.

c. Remove the tools/implements from solution, wipe them dry, and place them into a dry sterilizer.

**Preparation of the Sanitizing Jar**

a. Cleanse sanitizing jar with disinfectant and wipe it dry.

b. Place thin layer of sterile cotton at the bottom of jar.

c. Remove implements from wet or dry sanitizer and place them into the jar, handles up, except for metal nail files.

d. Fill jar with 70% to 90% alcohol solution to cover cutting edges and tips of orangewood sticks.

Keep in mind that all tools/implements and equipment should not be used unless effectively sanitized or sterilized so as to prevent possible diseases and that all materials are neatly organized on the trolley. All beauticians should maintain a high standard of personal hygiene. Wherever possible, use disposable products.

Make sure that the client’s safety and comfort is ensured by using tools and equipment which are in good condition and that he/she is provided with the appropriate personal protective clothing.

Your goal is to give the highest professional nail care service to each client thus, tools and equipment are checked thoroughly to identify those which function efficiently and
those which are not; Functional tools and equipment are stored safely in accordance with salon requirements and local health regulations. Non-functional or faulty tools and equipment are segregated and labeled properly either for repair or for discarding.

    After every working session, the following should be done:

a. Tools which are made of plastic should be kept clean and sanitized properly in preparation for the next patron.

b. Empty bottles and containers are discarded in a covered trash bin.

c. Used treatment products and other chemicals are stored, arranged and properly labeled in the cabinet.

d. Finger bowls must be sanitized before use of every client.

e. The hand and foot spa machines must be flushed with a solution of about 5% bleach and circulate the liquid through the system for at least 10 minutes.

f. Leave the solution in the hand and foot spa machines overnight or at least 5-10 hours before draining the machines so that they are thoroughly sanitized.

g. Table tops and door handles are wiped with disinfectant and the floor should be mopped with disinfectant as well.

h. Metal tools and instruments must be sterilized following proper sterilization techniques. After the process, store in a dry cabinet until needed.

i. Tools/Implements which are made of porous materials such as nail files, buffers, nail brushes and orangewood sticks can harbor bacteria easily. Since they are wood products which cannot be sterilized, these tools should not be reused.

j. Waste materials should be disposed properly in an enclosed waste bin fitted with polythene bag. The bin should be sanitized with disinfectant regularly in a well-ventilated area. Remember to wear protective gloves while doing this.

k. Contaminated wastes should be disposed off as recommended by local authority.

l. Any tool or equipment in poor condition must be repaired immediately or disposed properly so as not to pose danger to the clients as well as the beauticians.
Directions: Write brief answers to the following questions:

1. How often does a beautician sanitize her hands?
2. How can you keep metal tools/implements clean after being sterilized?
3. How should waste materials be disposed? How about contaminated wastes?
4. Why is it important to observe safety rules in the salon?
5. When do we say that tools and equipment are in good condition? When do we say that they are not?

**How Do You Apply What You Have Learned?**

Show that you learned something by doing this activity

Activity Sheet 1.1

I-A. Materials, Tools, Equipment and PPE

<table>
<thead>
<tr>
<th>Materials</th>
<th>Tools</th>
<th>Equipment</th>
<th>PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Cuticle Nail Pusher</td>
<td>Foot Spa Machine</td>
<td>Gloves</td>
</tr>
<tr>
<td>Bleach</td>
<td>Nail Cutter</td>
<td>Hand Spa Machine</td>
<td>Mask</td>
</tr>
<tr>
<td>Disinfectant</td>
<td>Cuticle Nippers</td>
<td>Sterilizer</td>
<td></td>
</tr>
<tr>
<td>Cleaning cloths</td>
<td>Cuticle Scissors</td>
<td>Foot Spa Stool</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Metal File</td>
<td>Manicure Table</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orangewood Stick</td>
<td>Manicurist’s Stool</td>
<td></td>
</tr>
</tbody>
</table>

Procedure:
The students are grouped with 5 members each.

1. Simulate/Perform
   a. Group 1 – Sanitize hand and foot spa machines
   b. Group 2 – Sterilize metal tools/implements
   c. Group 3 – Sanitize non-metal tools/implements
   d. Group 4 – Sanitize environmental surfaces
e. Group 5 – Dispose waste materials and contaminated wastes

B. Tools and Equipment:

<table>
<thead>
<tr>
<th>TOOLS</th>
<th>EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Callous Remover</td>
<td>Chairs</td>
</tr>
<tr>
<td>Cuticle Nail Pusher</td>
<td>Foot Spa Machine</td>
</tr>
<tr>
<td>Cuticle Nipper</td>
<td>Hand Spa Machine</td>
</tr>
<tr>
<td>Cuticle Scissor</td>
<td>Foot Spa Stool</td>
</tr>
<tr>
<td>Finger or Manicure Bowl</td>
<td>Manicurist’s Stool</td>
</tr>
<tr>
<td>Foot File</td>
<td>Manicure Table</td>
</tr>
<tr>
<td>Foot Spa Basin</td>
<td>Sterilizer</td>
</tr>
<tr>
<td>Foot Spa Tray with Handle</td>
<td>Timer</td>
</tr>
<tr>
<td>Manicure Tray</td>
<td></td>
</tr>
<tr>
<td>Manicure Nail Brush</td>
<td></td>
</tr>
<tr>
<td>Mixing Bowl</td>
<td></td>
</tr>
<tr>
<td>Nail Buffer</td>
<td></td>
</tr>
<tr>
<td>Nail Cutter/Clipper/Trimmer</td>
<td></td>
</tr>
<tr>
<td>Nail File</td>
<td></td>
</tr>
<tr>
<td>Orange Wood Stick</td>
<td></td>
</tr>
<tr>
<td>Pedicure Nail Brush</td>
<td></td>
</tr>
<tr>
<td>Plastic Container for Cotton</td>
<td></td>
</tr>
<tr>
<td>Pumice Stone</td>
<td></td>
</tr>
<tr>
<td>Trolleys</td>
<td></td>
</tr>
</tbody>
</table>

C. Instructions: Your group is given sets of tools and equipment:

1. Make a checklist of these tools and equipment following the format below.

<table>
<thead>
<tr>
<th>TOOL</th>
<th>GOOD CONDITION</th>
<th>DEFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>GOOD CONDITION</th>
<th>DEFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Check each tool and equipment.

3. Identify which tool/s and equipment are functional and tick (√) the GOOD CONDITION column. Tool/s and equipment that are faulty, tick the DEFECTIVE column.
4. Label the tools and equipment that are defective.

Let your teacher evaluate your work.

How Well Did You Perform?

Find out by accomplishing the Scoring Rubric honestly and sincerely. Remember it is your learning at stake!

**Rubric for Performance**

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Highly Skilled 5</th>
<th>Skilled 4</th>
<th>Moderately Skilled 3</th>
<th>Unskilled 2</th>
<th>No Attempt 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of tools, equipment and materials (20%)</td>
<td>Appropriate selection, preparation and use of materials and tools/equipment all the time</td>
<td>Appropriate selection, preparation and use of materials and tools/equipment most of the time</td>
<td>Appropriate selection, preparation and use of materials and tools/equipment some of the time</td>
<td>Never selects, prepares and use appropriate materials and tools/equipment</td>
<td>No attempt to use tools/equipment</td>
</tr>
<tr>
<td>Application of Procedure (40%)</td>
<td>Systematic application of procedures all the time without supervision</td>
<td>Systematic application of procedures most of the time with minimum supervision</td>
<td>Systematic application of procedures some of the time with constant supervision</td>
<td>Never follows systematic application of procedures and highly development on supervision</td>
<td>No attempt to apply procedures to project/activity</td>
</tr>
<tr>
<td>Safety / Work Habits (30%)</td>
<td>Highly self-motivated and observes all safety precautions at all times</td>
<td>Self-motivated and observes most safety precautions most of the time</td>
<td>Self-motivated and observes sometimes some safety precautions</td>
<td>Needs to be motivated and does not observe safety precaution</td>
<td>No motivation and totally disregards precaution</td>
</tr>
<tr>
<td>Speed / Time (10%)</td>
<td>Work finished ahead of time</td>
<td>Work finished meets deadline</td>
<td>Work finished close to deadline</td>
<td>Work finished way beyond deadline</td>
<td>No concept of time</td>
</tr>
</tbody>
</table>

**Rating Scale**

Weighted Score: = Score x Item (weight)

Score Percentage = Total weighted score x 30 + 70

**Example:**

5 x 20% = 1

BEAUTY CARE (NAIL CARE) SERVICES
K to 12 – Technology and Livelihood Education 44
Directions: After identifying functional and non-functional tools and equipment, your group will make a log report.

a. With an index card (5x8), construct a grid and list all identified and labeled defective tools in alphabetical order.

<table>
<thead>
<tr>
<th>TOOL</th>
<th>RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For Repair</td>
</tr>
<tr>
<td></td>
<td>For Disposal</td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
</tbody>
</table>

b. Using another index card (5x8), do the same with defective equipment.

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For Repair</td>
</tr>
<tr>
<td></td>
<td>For Disposal</td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
</tbody>
</table>

c. Submit your log reports to your teacher.
LEARNING OUTCOME 2

Perform basic preventive and corrective maintenance

PERFORMANCE STANDARDS

- Nail care tools and equipment are identified.
- Appropriate cleaning procedure of nail care tools and equipment are applied.
- Tools are cleaned according to standard procedures.
- Defective equipment and tools are inspected and replaced according to manufacturer’s specifications.
- Workplace is cleaned and kept in safe state in line with OHS regulations

Materials

- Tools, equipment and specification
- Personal protective equipment (PPE)
- Workplace/simulated environment
What Do You Already Know?

Let us determine how much you already know about the basic preventive and corrective maintenance of nail care tools and equipment. Take this test.

Pretest LO 2

Directions: Supply an appropriate word to make each statement complete. Choose the answer from the pool below and write it on a separate sheet of paper.

Water  Store  Inspect  Boil
Enclosed  Sterilize  Disinfect  Sanitary
Laundered  Directed

1. _________ metal implements after every use to avoid infection or possible diseases.

2. _________ foot basins after each use with a bleach solution.

3. _________ metal implements once a month in a pot for 10 minutes.

4. _________ sterilized metal instruments in an airtight, zipper-sealed bag to keep them from being exposed to dirt and bacteria.

5. _________ tools and equipment regularly to identify defective ones.

6. All beauty salons must be well-lit and ventilated and must be in good_______ condition.

7. Salon establishments must be provided with continuous running hot and cold_______.

8. All waste materials should be disposed of in an _________ waste bin fitted with polythene bin liner.

9. Each client must be provided with a freshly _______ towel.

10. Measure and mix disinfectant as ________.
How can tools and equipment be kept safe, clean and functional?

It is vital to sterilize metal implements, sanitize wooden tools, disinfect hand and foot spa machines as well as environmental surfaces before and after each use. Contaminated tools can cause bacterial and fungal infections that are unsightly, painful and sometimes, fatal. There are several methods of cleaning and sterilization. Do a cursory cleaning after each nail care service and deep-clean monthly to keep tools safe and useful all the time.

1. Sterilize metal implements after each use in a hospital-grade disinfectant that is bactericidal, virucidal, and fungicidal. This disinfectant can be found in beauty supply stores. Immerse the tools in the disinfectant for 10 minutes.

2. Disinfect foot basins after each use with a bleach solution. Make a 1-to-10 solution by mixing one part bleach with 10 parts water. Using gloves, rinse the basin with the solution to disinfect. If necessary, scrub with a detergent to remove any dirt or debris.

3. Use a boiling method of sterilization once a month to disinfect all metal implements. Designate one pot for sterilization to prevent cross-contamination with food. Submerge the tools in boiling water for 10 minutes. Drain the tools and allow them to dry.

4. Store sterilized metal implements in an airtight, zipper-sealed bag to keep them from being exposed to dirt and bacteria. Be sure tools are completely dry before storing them. If waiting more than a couple of weeks before the next nail care service, sterilize the tools again before use.

5. Inspect tools and equipment regularly to identify defective ones for repair, replacement or condemnation.

Keeping the Workplace Clean and Safe

1. All beauty salons must be well-lighted and well-ventilated and must be in good sanitary condition.
2. The salon premises must be free from rodents, vermin, flies or other similar insects.
3. All salon establishments must be provided with continuous running hot and cold water.
4. The curtains and floor coverings in the salon must be washable and kept clean.
5. All hair, used cotton or other waste materials must be removed from the floor immediately, and deposited in a closed container. Get rid of them from the salon premises at frequent intervals.
6. The rest rooms must be well-sanitized and be provided with individual towels.
7. Each beautician must wear a washable uniform while working on clients.
8. Each client must be provided with a freshly laundered towel.
9. All waste materials should be disposed of in an enclosed waste bin fitted with polythene bin liner, durable enough to resist tearing.

How Much Have You Learned?

Directions: Enumerate the following:

1. 5 Ways/Means to Keep Tools and Equipment Safe and Functional.
2. 7 Measures in Keeping the Salon Clean and in a Safe State.

How Do You Apply What You Have Learned?

A. Group Activity

Directions:
In your school's beauty salon, conduct a visit and follow the proper way of keeping the workplace clean and safe to individual clients. Make necessary recommendations if it is beyond your limitations.
1. See to it that the premises are free from rodents, vermin, flies or other similar insects.
2. Make sure that the place is provided with continuous running hot and cold water.
3. Inspect the curtains and floor coverings if they are washed and ironed.
4. Ensure that all used cotton or other waste materials are removed from the floor immediately, and deposited in a closed container. Get rid of them from the salon premises at frequent intervals.
5. Sanitize the rest room, its door knob and provide it with individual towels.
6. Check if waste materials are disposed of in an enclosed waste bin fitted with polythene bin liner, durable enough to resist tearing.

**B. Materials, Tools, Equipment and PPE**

<table>
<thead>
<tr>
<th>Materials</th>
<th>Alcohol</th>
<th>Bleach</th>
<th>Disinfectant</th>
<th>Cleaning cloths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tools</td>
<td>Cuticle Nail Pusher</td>
<td>Nail Cutter</td>
<td>Cuticle Nippers</td>
<td>Cuticle Scissors</td>
</tr>
<tr>
<td>Equipment</td>
<td>Foot Spa Machine</td>
<td>Hand Spa Machine</td>
<td>Sterilizer</td>
<td>Foot Spa Stool</td>
</tr>
<tr>
<td>PPE</td>
<td>Gloves</td>
<td>Mask</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Procedure:

1. Steps in Sanitizing an Equipment
   
   a. Read directions on disinfectant.
   b. Measure and mix disinfectant as directed.
   c. Saturate a cleaning cloth with disinfectant solution and wipe entire surface area of equipment.
   d. Wipe the surface with paper towel to dry it.
   e. Dispose of sanitizing solution and used towels.

2. Steps in Sterilizing Metal Implements
   
   a. Soak the tools/implements in hot, soapy water solution to remove any debris and oil residue. Rinse them thoroughly.
   b. Place the tools/implements in a 70% to 90% alcohol solution for 20 minutes.
   c. Remove the tools/implements from solution, wipe them dry, and place them into a dry sterilizer.
3. Steps in Sanitizing Wooden Implements

   a. Cleanse sanitizing jar with disinfectant and wipe it dry.
   b. Place thin layer of sterile cotton at the bottom of jar.
   c. Remove implements from wet or dry sanitizer and place them into the jar, handles up, except for metal nail files.
   d. Fill jar with 70% to 90% alcohol solution to cover cutting edges and tips of orangewood sticks

DIRECTIONS:

Evaluate your group by checking the appropriate boxes to indicate the degree of competency in the given activities.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>15</th>
<th>10</th>
<th>5</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follows proper way of keeping the workplace clean and safe.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate knowledge on sanitizing nail care:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. metal implements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. wooden implements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Observes safety precautions at all times</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work finished on time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rating Scale:

15 - The students consistently perform tasks to standards with no supervision.
10 - The students can perform the tasks with limited supervision and/or does not perform the task to standard.
5 - The student can perform the tasks with direct supervision.
How Do You Extend Your Learning?

Directions:

After learning the proper cleaning procedure of nail care tools and equipment, you are now ready to clean your own sets of tools and equipment.

1. Clean your metal instruments according to standard procedure.
2. Disinfect your foot basin, finger bowl, foot spa stool, manicurist’s stool, and manicure table.
3. Sanitize your orangewood stick, buffer, foot brush, nail brush.

Present your finished work to your teacher for inspection.
LEARNING OUTCOME 3

Store nail care tools and equipment

PERFORMANCE STANDARDS

- Inventory of tools, instruments and equipment are conducted and recorded per salon practices.
- Tools and equipment are stored safely in accordance with manufacturer’s specifications or salon procedure.

Materials

- Hand tools, equipment and specifications
- Tools condition report forms
- Workplace/simulated environment
What Do You Already Know?

Let us determine how much you already know about the proper storage of nail care tools and equipment. Take this test.

Directions: Write T if the statement is correct; if not, change the underlined word/s to make it correct.

1. Tools which are made of metal should be kept clean and sanitized properly in preparation for the next client.

2. The hand and foot spa machines must be kept dry after disinfecting them.

3. Metal tools and instruments must be sterilized following proper sterilization techniques.

4. Tools/ Implements which are made of porous materials such as nail files, buffers, nail brushes and orangewood sticks cannot be sterilized. These tools should not be reused.

5. Tools or equipment in poor condition can still be used in any nail care service.
At the end of every working session, make an inventory of the things that should be done:

a. Tools which are made of plastic should be kept clean and sanitized properly in preparation for the next client.

b. Empty bottles and containers are discarded in a covered trash bin.

c. Used treatment products and other chemicals are stored, arranged and properly labeled in the cabinet.

d. Finger bowls must be sanitized before another client use them.

e. The hand and foot spa machines must be kept dry after disinfecting them.

f. Table tops and door handles are wiped with disinfectant and the floor should be mopped with disinfectant as well.

g. Metal tools and instruments must be sterilized following proper sterilization techniques. After the process, store in a dry cabinet until needed.

h. Tools/Implements which are made of porous materials such as nail files, buffers, nail brushes and orangewood sticks can harbor bacteria easily. Since they are wood products which cannot be sterilized, these tools should not be reused.

i. Waste materials should be disposed of properly in an enclosed waste bin fitted with polythene bag. The bin should be sanitized with disinfectant regularly in a well-ventilated area. Remember to wear protective gloves while doing this.

j. Any tool or equipment in poor condition must be repaired immediately, replaced or disposed of properly so as not to pose danger not only to the clients but also to the beauticians.

Storage:
A manicurist must ensure that storage of nail care tools, materials and equipment within the establishment meets the following requirements.

1. Flammable and combustible chemicals are stored away from potential sources of ignition such as an open flame or an electrical device;
2. All nail care chemicals are stored in closed bottles or containers;
3. Storage units:
   a. Cabinets, drawers, containers used for storage of implements and towels are clean;
   b. Clean linen is stored in an enclosed, dust-proof cabinet or container;
   c. Implements which have been used on a client are not placed in a container with clean implements;
4. Supplies:
   a. Unused supplies, except product application brushes, are stored in a clean, closed container or drawer;
   b. Used/soiled disposable supplies are discarded immediately in a clean, closed waste receptacle;
6. Implement Storage:
   a. Implements that have been used on a client or soiled in any manner are placed in a properly labeled covered receptacle until disinfected;
   b. Sanitized implements are stored in a clean closed container or drawer until used;
7. Towels
   a. Cloth towels are deposited in a closed receptacle after use;
   b. Used/soiled cloth towels are not used again until properly laundered and sanitized;
   d. Disposable towels are discarded in a covered waste receptacle immediately following each nail technology service;
In not less than 5 sentences, describe how tools and equipment are stored.

**Scoring rubric**

<table>
<thead>
<tr>
<th></th>
<th>Fair 5pts</th>
<th>Good 10 pts</th>
<th>Very Good 15 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge and</td>
<td>Student was able to convey limited ideas on the topic with little knowledge</td>
<td>Student was able to convey a few ideas on the topic with some degree of knowledge</td>
<td>Student was able to convey several ideas on the topic with a good degree of knowledge</td>
</tr>
<tr>
<td>understanding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accuracy</td>
<td>Work was organized and planned with little effectiveness</td>
<td>Work was organized and planned with some effectiveness</td>
<td>Work was organized and planned with considerable effectiveness</td>
</tr>
<tr>
<td>Effort</td>
<td>Student put little or no effort into this activity.</td>
<td>Student put some effort into this activity.</td>
<td>Student put full effort into this activity.</td>
</tr>
</tbody>
</table>

**Rating Scale:**
- 15 pts.=Very Good
- 10 pts.=Good
- 5 pts.= Fair
## I-A. Materials, Tools and Equipment

<table>
<thead>
<tr>
<th>Tools</th>
<th>Materials</th>
<th>EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Callous Remover</td>
<td>Alcohol</td>
<td>Chairs</td>
</tr>
<tr>
<td>Cuticle Nail Pusher</td>
<td>Antiseptic Solution</td>
<td>Foot Spa Machine</td>
</tr>
<tr>
<td>Cuticle Nipper</td>
<td>Apron</td>
<td>Hand Spa Machine</td>
</tr>
<tr>
<td>Cuticle Scissor</td>
<td>Assorted Nail Polish</td>
<td>Foot Spa Stool</td>
</tr>
<tr>
<td>Finger or Manicure Bowl</td>
<td>Base Coat</td>
<td>Manicurist’s Stool</td>
</tr>
<tr>
<td>Foot File</td>
<td>Benzalconium Chloride</td>
<td>Manicure Table</td>
</tr>
<tr>
<td>Foot Spa Basin</td>
<td>Bleaching Soap</td>
<td>Sterilizer</td>
</tr>
<tr>
<td>Foot Spa Tray with Handle</td>
<td>Cling Wrap</td>
<td>Timer</td>
</tr>
<tr>
<td>Manicure Tray</td>
<td>Cotton</td>
<td></td>
</tr>
<tr>
<td>Manicure Nail Brush</td>
<td>Cuticle Oil</td>
<td></td>
</tr>
<tr>
<td>Mixing Bowl</td>
<td>Cuticle Remover</td>
<td></td>
</tr>
<tr>
<td>Nail Buffer</td>
<td>Disinfectant</td>
<td></td>
</tr>
<tr>
<td>Nail Cutter/Clipper/Trimmer</td>
<td>First Aid Kit</td>
<td></td>
</tr>
<tr>
<td>Nail File</td>
<td>Foot Blush</td>
<td></td>
</tr>
<tr>
<td>Orange Wood Stick</td>
<td>Foot Soak</td>
<td></td>
</tr>
<tr>
<td>Pedicure Nail Brush</td>
<td>Foot Scrub</td>
<td></td>
</tr>
<tr>
<td>Plastic Container for Cotton</td>
<td>Foot Soak</td>
<td></td>
</tr>
<tr>
<td>Pumice Stone</td>
<td>Garbage Bags/Bins</td>
<td></td>
</tr>
<tr>
<td>Trolleys</td>
<td>Hand Towel</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emery board</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lotion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manicure Pillow</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nail Hardener</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nail Polish Remover</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quick Dry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Solvent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Toe Nail Separator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Top Coat</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wet Sanitizer</td>
<td></td>
</tr>
</tbody>
</table>
Procedure:
1. Given the list of materials, tools and equipment in nail care, show how to properly store them.

B. Materials, Tools and Equipment

All the materials, tools and equipment provided in the workplace

Instructions:
Simulate the proper safekeeping and storage of tools and equipment.

Score Card

DIRECTIONS:

Evaluate yourself by checking the appropriate boxes to indicate the degree of competency in the given activities.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>15</th>
<th>10</th>
<th>5</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follows proper way of storing nail care tools and equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steps were completed in the correct sequence.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Observes safety precautions at all times</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work finished on time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rating Scale:

15 - The student consistently perform tasks to standards with no supervision.
10 - The student can perform the tasks with limited supervision and/or does not perform the task to standard.
5 - The student can perform the tasks with direct supervision
Directions: After learning the correct way of safekeeping/storage of nail care tools and equipment, you are now assigned to do the same in your shop work.

1. Make an inventory of all the tools and equipment in your shop work using index cards as your checklist. 
   Tick (✓) the tool, material or equipment which are missing.

<table>
<thead>
<tr>
<th>Tools</th>
<th>Materials</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Callous Remover</td>
<td>Alcohol</td>
<td>Chairs</td>
</tr>
<tr>
<td>Cuticle Nail Pusher</td>
<td>Antiseptic Solution</td>
<td>Foot Spa Machine</td>
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<tr>
<td>Cuticle Nipper</td>
<td>Apron</td>
<td>Hand Spa Machine</td>
</tr>
<tr>
<td>Cuticle Scissor</td>
<td>Assorted Nail Polish</td>
<td>Foot Spa Stool</td>
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<tr>
<td>Finger or Manicure Bowl</td>
<td>Base Coat</td>
<td>Manicurist’s Stool</td>
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<tr>
<td>Foot File</td>
<td>Benzalconium</td>
<td>Manicure Table</td>
</tr>
<tr>
<td>Foot Spa Basin</td>
<td>Chloride</td>
<td>Sterilizer</td>
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<tr>
<td>Foot Spa Tray with Handle</td>
<td>Bleaching Soap</td>
<td>Timer</td>
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<tr>
<td>Manicure Tray</td>
<td>Cling Wrap</td>
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<tr>
<td>Manicure Nail Brush</td>
<td>Cotton</td>
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<tr>
<td>Mixing Bowl</td>
<td>Cuticle Oil</td>
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<tr>
<td>Nail Buffer</td>
<td>Cuticle Remover</td>
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<tr>
<td>Nail</td>
<td>Disinfectant</td>
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<tr>
<td>Cutter/Clipper/Trimmer</td>
<td>First Aid Kit</td>
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<tr>
<td>Nail File</td>
<td>Foot Blush</td>
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<td>Orange Wood Stick</td>
<td>Foot Soak</td>
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<tr>
<td>Pedicure Nail Brush</td>
<td>Foot Scrub</td>
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<tr>
<td>Plastic Container for</td>
<td>Garbage</td>
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<td></td>
<td>Bags/Bins</td>
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<tr>
<td>Cotton</td>
<td>Hand Towel</td>
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<tr>
<td>Pumice Stone</td>
<td>Emery board</td>
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<tr>
<td>Trolleys</td>
<td>Lotion</td>
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<td>Manicure Pillow</td>
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<td>Nail Hardener</td>
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<td>Nail Polish Remover</td>
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<td>Quick Dry</td>
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<td>Solvent</td>
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<td></td>
<td>Toe Nail Separator</td>
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<td></td>
<td>Top Coat</td>
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<td></td>
<td>Wet Sanitizer</td>
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</tbody>
</table>
Congratulations! You did a great job! Rest and relax a while then move on to the next lesson. Good luck!

REFERENCES

LO1

LO 2

LO 3
LESSON 3

Practice Occupational Health and Safety Procedures

LEARNING OUTCOMES:
At the end of this Lesson you are expected to do the following:

LO 1. Identify hazards and risks; and
LO 2. Evaluate and control hazards and risks;
Chemical Hazards are substances used and/or produced at work that have the potential to harm the health and safety of people at work.

Infection is a condition when micro-organisms invade the body and multiply causing illness.

Infection control is a process that minimizes the risk of spreading infection while performing procedures on client.

Harm are adverse health effects on something or someone under certain conditions at work.

Maximal Allowable Concentration (MCL) is a peak or maximum concentration of an airborne, to which most workers could be safely exposed.

Occupational Hazards are various environmental factors or stresses that can cause sickness, impaired health, or significant discomfort in workers and can be classified as chemical, physical, biological or ergonomic.

Occupational health and safety (OHS) is a planned system of working to prevent illness and injury, where you work by recognizing and identifying hazards and risks.

OSH Trainings are interventions conducted to facilitate learning on occupational safety and health, the results of which can contribute to the attainment of better and improved OSH conditions.

Skin penetration means any process, whether intentionally or otherwise, that involves the shaving, piercing, cutting, puncturing, tearing of the skin or mucous membrane.

Threshold Limit Value (TLV) is a measure of concentration of toxic substances that client can withstand.

Workplace refers to the office, premises or worksite where a worker is temporary or habitually assigned. Where there is no fixed or definite workplace, the term shall include the place where the worker actually performs regular work, or where he regularly reports to render service or to take an assignment.
LEARNING OUTCOME 1

Identify hazards and risks

PERFORMANCE STANDARDS

- Workplace hazards and risks are identified
- Hazards and risks and their corresponding indicators are identified in the workplace
- Effects of hazards are determined.

Materials

- Lcd projector, Video clips, Laptop
- Workplace/simulated environment
Multiple choice: Directions: Read the following statements and select the best answer.

1. It is the chance or probability that a person will be harmed or will experience an adverse health effect if exposed to a hazard
   a. harm
   b. risk
   c. ergonomics

2. It is an adverse health effect on something or someone under certain conditions at work.
   a. harm
   b. risk
   c. ergonomics

3. It involves identifying the hazards present and then evaluating the risk, taking into account the existing precautions.
   a. risk assessment
   b. training
   c. experience

4. It is important to give the health and safety experience to new or inexperienced workers, including those that have been away from the workforce for some time
   a. training
   b. exposure
   c. hygiene

5. It is a practice in some beauty salons that may affect the health of customers and workers that may lead to exposure to biological hazards that cause infectious diseases.
   a. unsafe practices
   b. fungi
   c. activities
Occupational health and safety (OHS) is a planned system of working to prevent illness and injury where you work by recognizing and identifying hazards and risks. Health and safety procedure is the responsibility of all persons in the beauty service industries. You must identify the hazards where you are working and evaluate and control how dangerous they are. Eliminate the hazard or modify the risk that it presents.

An occupational health and safety management system should follow the following elements:

1. **Management Commitment** - management can show their commitment to OHS by
   - establishing an OHS policy
   - identifying its objectives

2. **Planning** - planning includes setting standards for management and employees by establishing:
   - How the business ensures sound OHS practices are implemented?
   - Who is assigned and responsible for the implementation? This person will coordinate the assessment, delegate tasks and be responsible for taking notes and writing up information for the register
   - What resources are required for the implementation?
   - When will the OHS practices be implemented?
   - How will workers identify and report hazards to employer?

3. **Consultation** - consult and work with your employees, It is important that employees have a basic understanding of what could be considered high-risk activities in the salon. There should be a two way communication where employers listen to and cooperate with employees then management can ensure OHS decisions are based on the best and most up-to-date information.

4. **Training** - it is important to give the health and safety training to new or inexperienced workers, including those that have been away from the workforce for some time.

5. **Risk management** - involves identifying the hazards present and then evaluating the risk, taking into account the existing precautions.
The following are the steps of risk assessment:
1. Identifying hazards and risks
2. Evaluate and control hazards and risks
3. Control hazards and risks

- harm or adverse health effects on something or someone under certain conditions at work.

- the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.

**IDENTIFY HAZARDS AND RISKS** - Identifying workplace hazards means looking for those things at your workplace that have the potential to cause harm.

**Step 1. Identifying hazards and risks**
There are many hazards present at a beauty salon that deserve your attention. Use this guide as a starting point for conducting a risk assessment at your facility to correct potential hazards and keep your client safe. Identifying hazards and risks should include the following:

- consulting with salon employees
- conducting a worker survey
- inspecting the workplace
- ensuring that the information supplied by manufacturers and suppliers is regularly updated and made available to all in the workplace.

**Common hazards in a beauty salon include:**
1. **Electricity**
   - common accidents in the workplace can result from contact with faulty electrical equipment that may have become “live” or from contact with worn or damaged power cords and switches, the presence of water in the salon increases the risk of electrocution or injury.
2. **Chemical hazard**
   - chemicals used in the beauty salon like nail polish, nail polish removers, callus removers, and acrylic powders for artificial nails are common products found in many nail salons. It causes skin irritations and respiratory problems. Information on chemical hazards can be obtained from the following:
   - the product label
   - material safety data sheet (MSDS) - This sheet will provide information on how to properly handle, store, discard and care for potentially hazardous chemicals. It will also provide
information on what to do if you are exposed to the chemical and has bad reaction
• the manufacturer

3. **Slips, Trips, Falls**
   - Slips, trips and falls are common occurrences in workplaces. People slip and trip on slippery, rough or uneven surfaces and may fall down from stairs or off ladders.

4. **Fire**
   - The range, number and ‘portability’ of electrical equipment used in salons, together with their proximity to water, make for potentially hazardous situations.

5. **Manual handling of material and tools**
   - Lifting and moving heavy stock materials and working at poorly designed workstations can cause injuries and muscle strains.
   - Injury due to cutting with cuticle nippers, cuticle scissors and cuticle pusher.

6. **Infection hazards**
   - Unsafe or unhygienic practices in the beauty salon may affect the health of customers and workers that may lead to exposure to biological hazards that cause infectious diseases such as blood borne pathogens (Hepatitis B, Hepatitis C, and HIV), fungal infections (Ringworm),

7. **Ergonomic Hazards**
   - Ergonomics is the scientific study of people at work. The goal of ergonomics is to reduce stress and eliminate injuries and disorders associated with the overuse of muscles, bad posture and repeated tasks..

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**How Much Have You Learned?**

**Self-Check 1.1**

Refer to the Answer Key. What is your score?

Directions: Write the word **True** if the statement is correct and **False** if the statement is incorrect.

1. **MSDS** provides information on how to handle, store, discard and care for potentially hazardous chemicals

2. **OHS** is a planned system of working to prevent illness and injury where you work by recognizing and identifying hazards and risks in the nail salon.

3. Identifying workplace hazards means looking for those things at your workplace that have the potential to cause harm.

4. Damaged equipment may cause an accident or injury if it is not working correctly
5. In any occupation where there is exposure to blood and other bodily fluids, there is always the potential for the transmission of blood borne allergy

6. To avoid injury and harm to health of salon's client, it is important that new or inexperienced workers be adequately trained in OHS.

7. Ergonomic is to reduce stress and eliminate injuries and disorders associated with the overuse of muscles, bad posture and repeated tasks.

8. PPE is used to protect workers from chemical hazards.

9. Back injuries are most commonly caused by wrong posture or position and can be prevented.

10. Nail workers have an obligation to their client's health and safety.

How Do You Apply What You Have Learned?

Show that you learned something by doing this activity

Activity Sheet 1.1

I. Venn Diagram Learning Activity

Procedure

1. Group yourselves into 5 members
2. Choose your reporter and complete the Venn Diagram.
3. List down common hazards that might be encountered in the following areas:
   • Malls
   • School
   • Market
4. Report the common hazards in class
5. Keep the summarized common hazards notes, it will be used in the next lesson on how to prevent hazards and risks in malls, school and market.
HAZARD RECOGNITION ACTIVITY

How Well Did You Perform?

Find out by accomplishing the Scoring Rubric honestly and sincerely. Remember it is your learning at stake!

Scoring Rubrics

<table>
<thead>
<tr>
<th>Category</th>
<th>Fair 5pts</th>
<th>Good 10 pts</th>
<th>Very Good 15 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge and understanding</td>
<td>Students were able to convey limited ideas on the topic with little knowledge</td>
<td>Student were able to convey a few ideas on the topic with some degree of knowledge</td>
<td>Students were able to convey several ideas on the topic with a good degree of knowledge</td>
</tr>
<tr>
<td>Accuracy</td>
<td>Work was organized and planned with little effectiveness</td>
<td>Work was organized and planned with some effectiveness</td>
<td>Work was organized and planned with considerable effectiveness</td>
</tr>
<tr>
<td>Effort</td>
<td>Students put little or no effort into this activity.</td>
<td>Students put some effort into this activity.</td>
<td>Students put full effort into this activity.</td>
</tr>
</tbody>
</table>

Find out by accomplishing the Scoring Rubric honestly and sincerely. Remember it is your learning at stake!
Rating Scale

15 - The students consistently perform tasks to standards with no supervision.
10 - The student(s) can perform the tasks with limited supervision and/or does not perform the task to standard.
5 - The students can perform the tasks with direct supervision.

**How Do You Extend Your Learning?**

**Directions:** Look for hazards and risks that might be present in your house. Place a sticker whenever you find possible hazards inside your house. Identify and give the possible risks that might happen in your house.

<table>
<thead>
<tr>
<th>PARTS OF THE HOUSE</th>
<th>HAZARDS</th>
<th>RISKS</th>
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<tbody>
<tr>
<td>1.</td>
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<td>5.</td>
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LEARNING OUTCOME 2

Evaluate and control hazards and risks

PERFORMANCE STANDARDS

- Terms of maximum tolerable limits are identified based on threshold limit values (TLV)
- Evaluate and control hazards and risks
- OHS issues and concerns are identified in accordance with workplace requirements

Materials

- Lcd projector, Video clips, Laptop
- Workplace/simulated environment
Directions: Answer the following questions to demonstrate your prior knowledge on health and safety issues in the workplace.

1. If spillage occurs
   a. walk over it
   b. shout for help
   c. throw towel over it
   d. identify the spillage to everyone and clean up appropriately

2. To avoid product contamination always:
   a. dispose of used or remaining product between clients
   b. use an applicator bottle or dropper to apply the product.
   c. Use single-use disposable implements to remove products from containers for application or remove product with a clean and disinfected spatula and put product to be used into a disposable or disinfectable service cup.
   d. all of the above

3. If you are carrying out a nail service and the alarm sounds, you should
   a. leave the workplace and run
   b. leave the client to relax while you go out to safe area
   c. ignore it-it might be false alarm
   d. assist your client to the nearest exit and safe place

4. Occupational health and safety risk assessment is carried out to
   a. make the nail salon look professional
   b. assess the risk of using chemical substances
   c. assess the risk of using equipment
   d. preventing injury, infection or accidents

5. An overloaded socket requires you to
   a. repair and obtain an extension wire until new sockets can be fitted.
   b. keep on using it
   c. ensure candles are not near to it
   d. inform people of wet floor
Evaluating hazards and risks is the process of determining the level of risk created by the hazard and the likelihood of injury or illness occurring. The priority of control increases as the established level of risk increases. Person identifying the risk of harm or injury from a hazard in a salon should consider these questions:

- how likely that it is a hazard will cause harm;
- how serious that harm is likely to be;
- how often (and how many) workers are exposed.

You must have a record of every risk assessment. If this injury or harm happen again, it is possible that you will go back to the original records to see if the original assessment overlook a possible hazard. The assessment stage is essential because it will determine the type(s) of control methods required.

Reminder: a risk is the chance, (high or low) that somebody may be harmed by a hazard

Control Hazards and Risks
Where the assessment reveals a problem, preventive measures must be designed and implemented. Control measures should now be selected according to the list of control priorities. First, try to eliminate the hazard. If this is not possible, prevent or minimize exposure to the risk by one or a combination of:

a) substituting a less hazardous material, process or equipment
b) redesigning equipment or work processes
b) isolating the hazard

When exposure to the risk is not (or cannot be) minimized by other means:

a) Introduce administrative controls like safe work methods and operating procedures. Written work procedures control the way the work is done.

b) Use appropriate personal protective equipment

Personal Protective Equipment (PPE) at Work

Personal protective equipment is clothing equipment designed to be worn by a nail technician or salon workers to protect them from risks of injury or illness. It should only be considered as a control measure when exposure to a risk cannot be minimized in another way, or when used in conjunction with other control measures as a final barrier between the nail salon worker from the chemical hazard and other cause of hazards. These clothing equipment does not control hazard at the source equipment which will protect you from risks to health and safety.
PPE is composed of the following:
- Impermeable gloves
- Eyewear
- Splash proof apron
- Protective mask

Advantages of wearing PPE at work:
- To prevent damage to workers’ nails and skin.
- To prevent skin from absorbing potentially harmful ingredients which may cause skin allergies, irritation, or other related problems.
- So as not to generate a lot of dust, it may be necessary to wear a dust mask to minimize breathing in particles while filing or buffing nails.
- To protect the wearer’s face and prevent the breathing of air contaminated with chemical and/or biological agents.
Common workplace hazards and their control measures

The following are workplace hazards and their control measures:

**ELECTRICAL HAZARD**

- Many of the electrical appliances used in the beauty salons can create serious health and safety risks in the nail and beauty industry, particularly in wet conditions. Damage to equipment increases this risk. Electrical shock can result in electrocution, burns and injuries from falls.

**Control Measures:**

- You should always check any equipment before use.
- Ask qualified electrician to check all pieces of electrical equipment in the workplace annually or as often as possible.
- Broken or damaged electrical equipment should not be used, the tag must warn people not to use the equipment.
- When adjusting or cleaning equipment, SWITCH OFF the power and pull out the plug and NOT by the cord.
- Do not touch equipment with wet hands or don't use a wet cloth to clean sockets.
- Make sure flexible cords are fully unwound and kept clear of work traffic.
- Do not run too many pieces of equipment from one socket.
CHEMICAL HAZARD

Chemical Hazards are substances used and/or produced at work that have the potential to harm the health and safety of people at work. Beauty industry is exposed to repeated exposure to numerous hazardous substances including nail and skin care products, hair dyes, bleaches, perming solutions, hair styling agents, straighteners, rebonding solutions, peroxides, disinfectants and cleaning products. They can harm people’s health if they get into the body, for example, if they are breathed in, absorbed through the skin or eyes or ingested accidentally. The effects of hazardous substances may show immediately, or it may take years for illness or disease to develop. Health effects of some hazardous substances include skin irritation, coughs, asthma, sensitization, poisoning and cancer.

Measures of Concentration of Toxic Substances (Chemical Substances)

Threshold Limit Value (TLV)

TLV is a measure of concentration of toxic substances. It is the average concentration of an airborne substance to which most workers could be safely exposed over an eight-hour working day or forty-hour working week throughout a working lifetime.

Maximal Allowable Concentration (MCL)

MCL is a peak or maximum concentration of an airborne to which most worker could be safely exposed.

Control Measures:

- using alternative substances or processes which are less hazardous
- Good ventilation can get rid of the fumes and chemical smell that builds up in a salon
- providing separate eating and drinking amenities for employees
- ensuring appropriate safety signs, training, instruction and provision of Material Safety Data Sheets (MSDS) and labels
- using appropriate PPE.
Slips, Trips, Falls

Slips - loss of balance caused by too little friction between a person’s foot and a walking surface.

Trips - hit an object, lose your balance and fall

Falls - when you lose your balance & drop to the floor

SLIP, TRIPS AND FALLS
The results of slips, trips and falls include broken bones, abrasions, contusions, strains, sprains, back or spinal injuries and other serious injuries. During a slip, trip or fall accident, injury may be caused by overstretching joints, bones and ligaments.

Control Measures
- clean up spills straight away.
- use mats on slippery floors.
- wear appropriate work shoes.
- improve cleaning methods to prevent build-up of grease/detergent
- provide ample storage space, to avoid materials being placed in aisles/walkways
- set absorbent flooring materials into entrance areas
As a beauty salon staff, you must be aware of and trained in fire and emergency evacuation procedures in the workplace. Emergency exit route will be the easiest route by which all of the clients and staff can leave the building or salon safely.

**Control Measures:**

- Keep all escape routes and fire exits clear, and make regular checks to ensure this case.
- Firefighting equipment must be available, located in specified area. You can include fire extinguishers, blankets, sand buckets and water hoses.
- Store products, particularly aerosols, away from naked flames or sources of heat, at or below room temperature and in a dry atmosphere.
- Switch off and unplug all electrical appliances before leaving the workplace.
- Make sure that all workers in the salon are aware of the action that must takes in the event of a fire.

**MANUAL HANDLING**
Manual handling involves any activity that requires the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move any load. These can result in injuries to any part of the body.

Nail salon workers use forceful repetitive movements such as filing and buffing nails and holding uncomfortable positions for long periods of time, thereby increasing risk for joint and musculoskeletal injuries.

Control measures:

- plan the lift before you begin
- position your feet shoulder width apart
- bend your knees without moving your upper body, squat down to the floor. Keep the shoulders level and facing in the same directions as the hips.
- get a firm grip and keep the arms within a boundary formed by the legs
- keep the load as close to the body as possible
- lift the load smoothly, do not jerk
- if an item is too high, use a stepladder or stool to help you

BIOLOGICAL HAZARDS

Biological hazards, also known as biohazards, refer to biological substances that pose a threat to the health of living organisms, primarily that of humans. Micro-organisms are everywhere and are continually introduced into the environment. They live on skin, in food and dirt. Micro-organisms are easily spread between clients and operators and are easily transferred by contact with unwashed hands, soiled equipment or contact with blood and body substances. Nail technicians must assume that all blood and other body substances are potential sources of infection. To minimize transfer of micro-organisms, you must perform all procedures in a safe and hygienic manner, following all infection control techniques and procedures. Skin that is intact, without cuts or abrasions, is a natural protective barrier against infection.

Control Measures:
The following are the methods on how to control infectious diseases:

1. Cleaning is the removal of soil and a reduction in the number of micro-organisms from equipment surfaces by washing in detergent and warm water.

Methods of Cleaning:

1. Rinse the equipment in warm water (15-30°C) to remove any blood or body fluids. Hot water used at this stage will cause coagulation and the substances will stick to the instrument. Cold water will harden fats making cleaning more difficult.
2. Wash the equipment in a sink filled with warm water and a mild alkaline detergent to remove all visible soiling (strong alkaline detergents may damage some instruments). Hold the items low in the sink to limit the generation of aerosols during scrubbing. Use of a scouring pad can assist in removing stains.
3. Rinse the equipment thoroughly in running water.
4. Dry with a cotton cloth. Drying prevents residues from damaging equipment during sterilization.
5. Store under cover in a clean, dry and dust free environment.
2. **Disinfection** is the removal of micro-organisms by chemical or physical means. The level of decontamination depends on duration of exposure to lethal levels of disinfectants. Unlike sterilization, disinfection does not remove all microorganisms but reduces the population to safe levels.

**Proper use of disinfectants:**
- All implements must be thoroughly cleaned of all visible matter or residue before soaking in disinfectant and prevent them from being effective.
- Implements and tools must be completely immersed in disinfectant solution for the time specified on the product label. Complete immersion of tools and implements means enough liquid to cover all surfaces of the item including the handles.

3. **Sterilization** is the total destruction of all living micro-organisms and their spores.

**Method of sterilization:**
1. Physical agents such as radiation and heat
2. Chemical agents, such as antiseptics, disinfectants and vapor fumigants

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**ERGONOMICS**

Ergonomics is the study of how equipment and furniture can be arranged in order that people can do work or other activities more efficiently and comfortably. It is important in the adaptation of work conditions to the physical and psychological nature of people.

Below are pictures showing how ergonomics can help reduce strain to your bodies on the proper posture during manicure and pedicure services.

A nail technician should consider the three main factors in nail servicing:
1. Supporting the weight of the client's arm or leg
2. Working while looking down at the hand or foot of the model
3. Looking forward at the hand or foot of the model

The following pictures show how you are going to position the hand and foot of your client when giving a manicure and pedicure services to avoid pain in your hands, shoulders and back

**A. Correct position of hand while giving a manicure**

Use rolled towel or hand cushion in giving a manicure, client's arm weight will rest on the cushion instead of holding it. Repetitive motion takes a toll on your muscles and joints and can cause long-term problems such as arthritis and carpal tunnel syndrome.
tunnel syndrome. It is a type of compression neuropathy, a nerve damage caused by compression and irritation of the median nerve in the wrist. The nerve is compressed within the carpal tunnel, a bony canal in the palm side of the wrist that provides passage for the median nerve to the hand and can be due to trauma from repetitive works.

B. Correct position of foot while giving a pedicure

**Correct position of client’s leg**

Elevate client’s feet and place their feet or legs on a footrest that bears their weight. During the massage portion of a service, the footrests can bear the majority of the weight so nail technician can limit pressure on their back, shoulders, and neck.

**Incorrect position of client’s foot**:

Don’t bear the weight of a client’s leg by resting the foot in your lap or by using your own strength to lift and lower the leg. This position will cause strains in the muscles in your shoulders and back, and, because you are connected to the client, it also reduces your mobility to be agile as you work through the different steps of the service.

C. Correct position of a pedicurist in giving a pedicure service

**Correct position of pedicurist**

You should keep your back straight and supported while giving a pedicure service, and use both the height adjustment of your chair and of the footrest to keep the foot at a workable level instead of straining the body. Suggest your client to bend their knees and move their feet to appropriate positions.
Incorrect position of nail technician while giving a pedicure service
If you need to perform close-up, detailed work, there is a tendency to round the shoulders and extend the neck to get as close to the foot as possible, which will cause strain to the muscles in the upper body and the entire back. Worse will happen because you will add enormous strain to your body as you try to get into a position that will give you best perspective.

D. Correct position of a pedicurist feet while giving a manicure service

Correct position of pedicurist's feet  Incorrect position of pedicurist's feet

Correct position of pedicurist's feet
As nail technician, you may twist your chair because you want to get closer to your work. Instead of contorting yourself into this position, it might benefit you from a table with a cut-out that allows you to sit straight in your chair but still work on the client’s hands from an angle. You can improve your posture even without a cut-out in the desk by strengthening your core muscles so you are able to sit straight for longer periods of time. It is also important to develop a habit of keeping both feet on the floor to prevent the unbalanced compression.

Incorrect position of pedicurist's legs
This nail technician has her shoulders rolled forward, her left arm is resting on the table, which pushes her shoulder up, she is twisted in her chair, and her legs are crossed. This will cause more compression on one side of the body than the other.
Completion Test: Evaluation and Controlling hazards and risks

Directions: Choose the word from the box given below to complete the sentences.

<table>
<thead>
<tr>
<th>reduction</th>
<th>burns</th>
<th>slips</th>
<th>microorganism</th>
</tr>
</thead>
<tbody>
<tr>
<td>clear,</td>
<td>health</td>
<td>injury</td>
<td>illness</td>
</tr>
<tr>
<td>airborne</td>
<td>syndrome</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Disinfection does not remove all _________________ but reduces the population to safe levels.
2. Person identifying the risk of harm from an________________ of hazard in a salon should be aware of the OHS procedures.
3. Cleaning is the removal of soil and a _________________ in the number of microorganisms from equipment surfaces by washing in detergent and warm water.
4. Keep all escape routes and fire exits______________ and make regular checks to ensure this cases.
5. During a__________, trip or fall accident, injury may be caused by over stretching joints, bones and ligaments.
6. Personal protective equipment is clothing equipment designed to be worn by a nail technician or salon workers to protect them from risks of injury or______________.
7. Electrical shock can result in electrocution____________ and injuries from falls.
8. _______________ effects of some hazardous substances include skin irritation, coughs, asthma, sensitization, poisoning and cancer.
9. Carpal tunnel________________ is a type of compression neuropathy, a nerve damage caused by compression and irritation of the median nerve in the wrist.
10. MCL is a peak or maximum concentration of an_______________ to which most worker could be safely exposed.
I. Directions: Group activity: Visit and make an interview in a nail salon nearby your place, use the checklist below to serve as your basis in evaluating hazards and risks in a nail salon.

**CHECKLIST**

The checklist consist of questions on types of occupational hazards. The questions can be answered by “YES” or “NO”. Measures that can be taken to eliminate or reduce hazard are often already indicated by questions themselves. This checklist is not intended to cover all the risks of every workplace but to help you put the method into practice.

### Does the hazard exist at the workplace?

<table>
<thead>
<tr>
<th>Physical load and ergonomic workplace design</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>QUESTIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Do clients’ and nail technicians’ seats enable a good working posture for the variety of different tasks carried out by a nail technician?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Does the amount of working space cause uncomfortable working postures?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Do nail technicians work in solid shoes (without heels) that give good support and enable a good working posture?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Do nail technicians complain about the climate or smell in the salon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is there sufficient light for safe and efficient task performance?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Working with chemicals hazards

**QUESTIONS**

| 1. Are all information about the hazards of the chemicals available and known to all employees? |     |    |
| 2. Are employees sufficiently protected from exposure to chemical |     |    |
| 3. Are the manufacturers’ safety instructions followed? |     |    |
4. Have employees been instructed on working safely with dangerous materials?

5. Are protective gloves routinely being used for chemical tasks and for cleaning tasks by all employees?

6. Are all employees instructed in the use of, and encouraged to use, protective gloves and creams?

**Electrical risks, slips, trips, and falls**

**QUESTIONS**

1. Are the floors slippery and dirty, during work time?

2. Are aisles or passageways tidy free from cords, electrical cables and extension boards lying on the floor?

3. Do the employees wear slippery shoes?

4. Is electrical equipment (foot spa machine) used according to the suppliers’ safety instruction?

5. Are the electrical devices and cables undamaged and regularly examined?

6. Are electrical devices protected against splash water?

---

### II. FILM CLIPS VIEWING

You are going to view film clips that will provide a basic introduction to health and safety signs and symbols found in the workplace. They provide a useful guide for you and other people who will undergo other services in the industry. Different workplace situations are shown where safety signs are important. The film is suitable for all sectors and all levels of employees but especially for young people in training or work experience. This design will inform you about safety signs at work, to promote the importance of respecting the signs, and to learn and identify the meaning of the signs through their form and the color.

**Directions:**

1. Watch the Napo film clip provided.
   - Film: Safe Start, Scene: Watch Out For Others Too
   - Film: Danger, Chemicals, Scene: Dangerous to the environment
   - Film: Risky Business, Scenes: Assess The Risks and Act On Risks
   - Film: Safety Inside and Outside of Work, Scene: An edited section (for example from the stairs to the football)
2. Group yourselves into 5
- Discuss the hazards shown in the scenes.
- Explain to class what is hazard and risk and give your recommendations on how to prevent hazards and risks according to the film clips shown.

Scoring Rubric

<table>
<thead>
<tr>
<th></th>
<th>15 pts</th>
<th>10 pts</th>
<th>5 pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content and Development</td>
<td>Content is comprehensive and accurate. Major points are stated clearly and are well supported.</td>
<td>Content is accurate. Major points are stated.</td>
<td>Content is incomplete Major points are not clear and/or persuasive.</td>
</tr>
<tr>
<td>Accuracy</td>
<td>Students used 5 sentences with accurate, factual information.</td>
<td>Students have 4 sentences with accurate, factual information.</td>
<td>Major errors in factual information with 2 or less sentence</td>
</tr>
<tr>
<td>Effort</td>
<td>Students put full effort into this activity</td>
<td>Students put some effort into this activity.</td>
<td>Students put little or no effort into this activity</td>
</tr>
</tbody>
</table>

Rating Scale

15= Very Good
10= Good
5= Fair

Find out by accomplishing the Scoring Rubric honestly and sincerely. Remember it is your learning at stake!
How Do You Extend Your Learning?

Directions:
In your assignment notebook, identify the hazards shown in the film clips. Discuss how some risks are more dangerous than others by making a list of the risks in order of most severe consequences to less severe and which risks require the most urgent intervention.

<table>
<thead>
<tr>
<th>IDENTIFIED RISKS</th>
<th>RANKING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Congratulations! You did a great job! Rest and relax a while then move on to the next lesson. Good luck!
REFERENCES

LO1
- www.cdc.gov
- http://www.hsa.ie/eng/

LO 2
- www.cdc.gov
- http://www.hsa.ie/eng/
- http://www.ehow.com/how_2100263.lift-heavy-objects-safely.html#ixzz1mtGQB0GW
- www.dhrm.state.va.us/workerscomp/.../STF
LESSON 4
Practice Basic Nail Design

LEARNING OUTCOMES
At the end of this Lesson you are expected to do the following:

LO1 Identify nail structure and shapes; and
LO2 Create basic nail designs
Nail - a plate of keratin that lies on the tips of the fingers and toes
Keratin - a sulfur-containing fibrous protein constituting the main structural protein of hard epidermal tissues, such as horn, hair, feathers, nails, claws, hoofs, and the like.
Dermis - the second layer of skin, it contains blood vessels, nerves, hair roots and sweat glands.
Hyponychium - the epithelium of the nail bed, particularly its proximal part in the region of the nail root and lunula, forming the nail matrix.
Epidermis - the upper or outer layer of the two main layers of cells that make up the skin. The epidermis is mostly made up of flat, scale-like cells called squamous cells. These cells are round cells called basal cells. The deepest part of the epidermis also contains melanocytes.
LEARNING OUTCOME 1

Identify nail structures and shapes

PERFORMANCE STANDARDS

- Nail structure and shapes are identified;
- Nails are trimmed and varied shapes are applied;
- Nails diseases and disorders are identified.

Materials

- Tools, equipment and specification
- Pictures
- Workplace/simulated environment
What Do You Already Know?

Let us determine how much you already know about the nail structure and basic nail designs. Take this test.

Directions:
1. Label the different parts of nail.
2. Identify the different shapes of nail.

a) ___________  b) ___________  c) ___________

a) ___________  b) ___________  c) ___________

a) ___________  b) ___________  c) ___________

a) ___________  b) ___________  c) ___________
### A. Nail Diseases and Disorders

**Directions:** Match the statement in column A with column B. Write the letter of your choice on the space before the number.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. a vertical splitting or separation of the nail plate layers at the</td>
<td>a. Blue nails</td>
</tr>
<tr>
<td>distal (free) edge of the nail plate</td>
<td></td>
</tr>
<tr>
<td>2. extreme thickening curvature of the nails, usually it is caused by</td>
<td>b. Brittle nails</td>
</tr>
<tr>
<td>varying degree of hyperkeratosis</td>
<td></td>
</tr>
<tr>
<td>3. A condition nail plate which separates from the nail bed</td>
<td>c. Claw nails</td>
</tr>
<tr>
<td>4. Nail condition in which the cuticle splits around the nail.</td>
<td>d. Eggshell nails</td>
</tr>
<tr>
<td>5. chronic inflammation of the nail fold and nail bed (matrix)</td>
<td>e. Hangnails</td>
</tr>
<tr>
<td>6. is referred to ingrown nails which affect the fingers and toenails</td>
<td>f. Onychauxis or hypertrophy</td>
</tr>
<tr>
<td>7. infectious disease caused by a vegetable parasite</td>
<td>g. Onychia</td>
</tr>
<tr>
<td>8. deformity of nail plate caused by biting nails</td>
<td>h. Onychocryptosis</td>
</tr>
<tr>
<td>9. an overgrowth of cuticle which sticks to the surfaces of nail plate</td>
<td>i. Onychomycosis</td>
</tr>
<tr>
<td>10. is caused by uneven growth of the nails, usually resulting from illness.</td>
<td>j. Onychophagy or bitten nail</td>
</tr>
<tr>
<td></td>
<td>k. Pterygium</td>
</tr>
<tr>
<td></td>
<td>l. Ridges</td>
</tr>
</tbody>
</table>
Basic Information About Nail
Nail is a plate of keratin that lies on the tips of the fingers and toes. The main purpose of the nail is to protect the fingers and toes, however, the fingernail also assists with certain physical activities in daily life.

Below are the diagrams of the nail and its structure.

Structures of Nail

1. **Lunula** - the pearly coloured and crescent shaped is due to the cells being pushed closely together, the blood capillaries cannot be seen through the lunula because of this.
2. **Cuticle** - the overlapping epidermis around the nail. It is the transparent skin, which is called the 'true cuticle', that is removed during the manicuring process.
3. **Free edge** - the part of the nail that can be filed and shaped. It is an extension of the nail plate that overlaps the hyponychium.
4. **Matrix** - the only living reproducing part of the nail. This is situated directly below the cuticle. New cells form here and continually push towards to produce the nail plate. It also contains blood vessels and...
nerves. Blood supply provides the cells with nourishment. If the matrix is damaged the nail will grow deformed.

5. **Nail bed** - the part of the nail where the nail plate rests on, also a continuation of the matrix. It is abundantly supplied with blood vessels and nerves, having numerous parallel ridges which dovetail exactly with the ridges on the under surface of the nail plate.

6. **Nail walls** - the folds of skin that overlap the sides of the nail. They hold your nail in place and protect the nail plate edges.

7. **Nail Plate** - is visible nail that rests on the nail bed up to the free edge. This is made up from dead cells and minimum amount of moisture. The nail is semi-transparent – allowing the color of blood supply of the dermis to show.

**Shapes of Nail**

The shape of nail conforms to that of finger tips of an individual.

1. **Oval nail** - this is common among people with long, perfect nail beds. It may be styled slightly rounded at the base and slightly pointed at the fingertips. Most often this type of nail has a natural look and looks very good in a short-medium length.

2. **Round nail** - ideal for shorter nails, the nail is allowed to grow out straight at the sides for approximately 1.5 mm and then the tip is filed into a rounded shape. This is a strong shape which is great for those who keep their nails short.

3. **Stiletto/ pointed nail** - filed away at the sides to a point at the tip; this shape is very weak as the sides of the nail (which provide the strength) are totally lost

4. **Squoval** - As above, but followed by squaring off the tip, this gives the nail tip strength over the oval shape

5. **Square nail** - The square-shaped nails are the most famous among the nail shapes. It is created by allowing the nail to grow out straight and then filing the tip straight across at right angles with the rest of the nail plate.
NAIL DISEASES AND DISORDERS

Nail diseases are conditions of both the nail, and the surrounding skin which result from bacterial, fungal and viral infections. Some conditions will show a green, yellow or black discoloration of the nail, depending on the nature of the infection. The main course for infection is through damaged cuticles and broken skin.

Many disorders can affect the nails. These disorders can affect any portion of the nail unit and can impact the appearance of the nail plate itself. Nail disorders can result in the appearance of specific conditions or diseases of the nail. The following are the most common nail disorders:

Given below is a list of the few important nail diseases and disorders and their characteristics.

<table>
<thead>
<tr>
<th>Nail Disorders</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Blue nails</td>
<td>It is bluish in color, may be attributed to poor blood circulation or heart disorder.</td>
</tr>
<tr>
<td>2. Brittle nails</td>
<td>It is a vertical splitting or separation of the nail plate layers at the distal (free) edge of the nail plate. Over exposure to detergent soap and other chemical solvents may attribute to the effect.</td>
</tr>
<tr>
<td>3. Bruised nails</td>
<td>It shows dark purplish (almost black or brown) spots in the nail. This is usually due to injury and bleeding of the nail bed. As the nail grows, dried blood in the nail bed will also go out.</td>
</tr>
<tr>
<td>4. Eggshell nails</td>
<td>The nail plate separates from the nail-bed and curves at the free edge. It may be caused by chronic illness of the systemic or nervous origin.</td>
</tr>
<tr>
<td>5. Furrows</td>
<td>These are long ridges that run either lengthwise or across the nail. Some lengthwise ridges are normal in adults. These ridges increase with age and can also be caused by psoriasis, poor circulation and frostbite. Ridges that run across the nail are caused by high fevers, pregnancy &amp; measles.</td>
</tr>
</tbody>
</table>
6. Hangnails | It is a condition in which the cuticle splits around the nail. Carelessness in removing the cuticle, dryness, cutting off too much may result in hangnails. It may cause infection if not treated.

7. Leconychia or white spot | White spot appears frequently in the nails. They may be caused by injury to the base of the nail. As the nail continues to grow, these white spots eventually disappear.

8. Pterygium | It is an overgrowth of cuticle which sticks to the surfaces of nail plate. Carefully remove the adhering growth by means of a cuticle nipper.

9. Onychatrophia | It is describe as wasting away of the nail. The nail loses its luster, shrinks and falls. This can be caused by injury to the nail matrix or by internal disease.

10. Onychauxis or hypertrophy | It is an overgrowth of the nail usually in thickness rather than length. It is caused by an internal imbalance, such as local infection or heredity.

11. Onychophagy or bitten nail | It is a deformity of nail plate caused by biting nails. It is an acquired nervous habit which prompts the individual to chew the nail or the hardened cuticle.

12. Onychorrhexis or split or brittle nails | It refers to split or brittle nails caused by an injury to the finger, careless filing of the nails, excessive use of cuticle solvents and nail polish removers. The nails may be extremely dry because of some granular disorder.
<table>
<thead>
<tr>
<th></th>
<th>Nail Diseases</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Onychomycosis</td>
<td>It is an infectious disease caused by a vegetable parasite. The onset of the disease takes about two to three months and the attack is rarely on more than one or two nails. The appearance of the nail is frayed (worn out), brittle with furrowed surface, opaque, grayish, or yellowish in color and is lifted-up by an accumulation of epidermis underneath.</td>
</tr>
<tr>
<td>2.</td>
<td>Onychia</td>
<td>Is a term applicable to chronic inflammation of the nail fold and nail bed (matrix). It results from the introduction of microscopic pathogen through small wounds.</td>
</tr>
<tr>
<td>3.</td>
<td>Onychocryptosis</td>
<td>It is referred to ingrown nails which affect the fingers and toenails. It is marked by nail growth into surrounding tissues and may cause infection. Incorrect trimming a shaping of nails are often responsible for ingrown nails.</td>
</tr>
<tr>
<td>4.</td>
<td>Onychoptosis</td>
<td>It is the periodic shedding of one or more nails, either in the whole or in part. This condition maybe a symptom of a more alarm disease such as syphilis or can result from fever, trauma systematic upset or adverse reaction to</td>
</tr>
</tbody>
</table>

13. **Ridges**

   It is caused by uneven growth of the nails, usually resulting from illness. Buffing the nails with paste polish will help remove ridges.

14. **Treating cuts**

   It is caused by an accident during manicure service. Apply an antiseptic immediately. Do not apply nail polish on the affected area.
5. Onycholysis

It refers to the detachment of the nail from the nail bed, starting at its distal and/or lateral attachment. The most common cause of onycholysis is psoriasis.

6. Onychogryphosis or claw nails

It pertains to extreme thickening curvature of the nails, usually it is caused by varying degree of hyperkeratosis (skin disease in which the skin gets thicker) on the distal portion of the nail bed that detaches and lifts the plate off the bed.

How Much Have You Learned?

Self-Check 1.1

Test 1. ENUMERATION:

Directions: Enumerate the following items listed below.

A. Parts surrounding the nail
B. Shapes of nails

Test II. FILL IN THE BLANK

Directions: Fill in the blanks with the correct answer.

1. Free edge is the part of the nail that can be filed and shaped. It is an extension of the ______________ that overlaps the hyponychium.

2. ______________ are the folds of skin that overlap the sides of the nail. It holds your nail in place and protects the nail plate edges.

3. Nail bed is the part of the nail that the nail plate ______________ on, also a continuation of the matrix. It is abundantly supplied with blood vessels and nerves, having numerous parallel ridges which dovetail exactly with the ridges on the under surface of the nail plate.

4. Matrix is the only living reproducing part of the nail, this is situated directly below the ______________. New cells form here and continually push towards to produce the nail.
plate. It also contains blood vessels and nerves. Blood supply provides the cells with nourishment. If the matrix is damaged the nail will grow deformed.

5. ________ is a visible nail that rests on the nail bed up to the free edge. This is made up from dead cells and minimum amount of moisture.

COMPLETION TEST

Directions: Each sentence below has a blank space; each blank indicates that something has been omitted. Inside the box are words that fit the meaning of the sentence as a whole. Write your answers on the space provided for.

Hyperkeratosis Bluish

Onychia Uneven Eggshell nails Furrows

Treating cuts Shedding

Detachment Hangnail

1. __________ are long ridges that run either lengthwise or across the nail.
2. __________ is a term applicable to chronic inflammation of the nail fold and nail bed.
3. Onychogryphosis pertains to extreme thickening curvature of the nails, usually it is caused by varying degree of ____________________.
4. Onychoptosis is the periodic ________ of one or more nails, either in the whole or in part.
5. Ridges are caused by __________ growth of the nails, usually resulting from illness.
6. Blue nail is __________ in color, may be attributed to poor blood circulation or heart disorder.
7. __________ are caused by an accident during manicure service.
8. ____________ is a condition in which the cuticle splits around the nail.
9. __________ separates from the nail-bed and curves at the free edge.
10. Onycholysis refers to the __________ of the nail from the nail bed, starting at its distal and/or lateral attachment.

Refer to the Answer Key. What is your score?
Trim your nails

Trimming of nail plays a very vital role. It is very easy task but sometime it causes little problems such as unwanted abrasions and ingrown nails, when done not properly. Apply the following steps while cutting nails.

Step 01:
Prepare the types of instruments for this task. Nail cutter, who has small or medium slightly curved blades, which are suitable for trimming the finger nails. Nail cutters with straight blades are suitable for use.

Step 02:
Before using your nail cutter, make sure that it is clean. Wash your nail cutter to remove dust and germs, specially when you are sharing your nail cutter with someone else. Dry thoroughly after washing it.

Step 03:
Wash your hands. Wipe dry with any towel or tissue paper to remove extra water. This process cleans your fingernails, and beside cleaning fingernails it also helps in softening your nails and easier to cut them.

Step 04:
You must cut your nails in a place where you can clearly see what you are doing. Put a small container near you in which you can collect the nails.

Step 05:
Decide the shape of your nails. Decide which shape you actually want. After deciding, lift the nail cutter and start cutting your nails.

Step 06:
Start cutting your nails starting from your little finger,

Step 07
Click on the nail cutter that can cut through the nail. You can make at least two or three cuts of a finger nail until everything is snug. Follow the curve of the nail to get a clean cut. Check skin flaps after each cut and remove carefully.

Step 08:
Sit comfortably and crouch your knee side to easily reach up and see the nails clearly. Be sure not to set up deep razor to prevent scratches. Adjust the position of razor if you feel any discomfort.
Step 09:
After cutting your nails, use a nail file to smooth any rough and odd surface of newly trimmed nails. When you file, do it in on tilt – from the corner of the nail to go down.

Step 10:
Apply some moisturizer on your hands to keep the cuticles moisturized and smooth.

How Well Did You Perform?

Find out by accomplishing the Scoring Rubric honestly and sincerely. Remember it is your learning at stake!

<table>
<thead>
<tr>
<th>Criteria for Judging</th>
<th>Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Appearance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Different nail shapes are applied</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>• proportion of the different nail shapes were observed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workmanship</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>• neatness in work were observed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleanliness</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>• work area is cleaned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speed</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>• finished based on allotted time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LEARNING OUTCOME 2

Create Basic Nail Designs

PERFORMANCE STANDARDS

- Different basic nail designs are explained and demonstrated thru visuals; and
- Different basic nail designs are created in mock nails.

Materials

- Tools, equipment and specification
- Pictures
- Workplace/simulated environment
What Do You Already Know?

Let us determine how much you already know about the different basic nail designs. Take this test.

I. Directions: Identification. Identify the names of the following basic nail designs.

1. ____________
2. ____________
3. ____________
4. ________
5. ____________
Different basic nail designs

The following are basic nail designs which you can offer in a nail salon. Steps and illustrations are shown below.

A. Plain manicure

It is the traditional application of nail polish to the entire nail plate.

Steps in Plain manicure

1. Apply base coat
   - Begin with little finger of one hand. Repeat polish application on the other hand.

2. Apply two coats of polish
   - Use light long strokes from nail base to free edge.
   - Apply polish to the middle of the nail first and then to the sides.
   - Repeat second coat of polish to both hands.
   - Remove excess polish around nail with a cotton tipped orangewood stick.

3. Apply top coat
   - Apply a top coat over the entire nail plate.

Tips

Learn the history of color by buying an artist color wheel. You can use what you learn to help clients select complementary colors that match their skin tone.
B. Half-Moon
Half moon is a style that involves applying of nail polish over the whole nail plate except the area of lunula.

Steps in giving Half-moon nail design
1. Apply base coat
2. Apply white or platinum nail polish and leave for a few minutes to dry.

3. Apply colored polish from one side to the other side of the nail following the shape of the lunula. Repeat the application of the nail polish if necessary.

4. Remove excess polish from the skin.
5. Apply top coat.

C. Half-Moon with Tip
It involves the application of colored polish over the whole nail plate except the area of lunula and tip of the nail.

Steps in Giving Half-moon with Tip
1. Apply base coat
2. Apply white or platinum nail polish and leave for a few minutes to dry

3. Apply colored nail polish from one side to the other side of the nail to form a half-moon, leaving the lunula of the nail. Leave the part of the free edge. The free edge should be seen as in fig 5. Repeat the application of nail polish if necessary.

4. Remove excess polish
5. Apply top coat.
C. French Manicure or Tip design:

It is a design which involves the application of colored polish over the whole part of the nail except the area of the free-edge.

Steps in giving French Manicure-Variation no. 1
1. Apply base coat and leave for a few minutes to dry.
2. Apply white or platinum nail polish and leave for a few minutes to dry.
3. Apply colored nail polish from one side to the other side of the nail following the shape of the free-edge. Repeat the application of nail polish if necessary.
4. Remove excess polish.
5. Apply top coat.

French Manicure or Tip design - Variation no. 2

It involves the application of white nail polish or colored polish on the tips and coating the rest of the nail with a sheer polish. It's suitable for short nails and those with moderate length of nails.

Steps in giving French manicure-Variation no. 2
1. Apply base coat and leave for a few minutes.
2. Apply a coat of translucent pink polish over your entire nail.
3. With the use of white or colored nail polish, draw a thin line over the tip of the nail following the shape of the free edge of the nail. Apply second coating if necessary.
4. Remove excess polish.
5. Apply top coat.
E. Elephant Tusk
Elephant tusk is a style that involves the application of nail polish to create S curve, leaving a slightly larger gap along the nail walls.

Steps in making Elephant Tusk:

a) Apply white or platinum nail polish and leave for a few minutes to dry.

b) Apply colored nail polish creating a half circle design at the inner side of the nail as you continue it to form S-like.

c) Fill up the other side to complete the design.

d) Remove excess polish.

e) Seal with a top coat.

How Much Have You Learned?

Self-Check 2.1

Refer to the Answer Key. What is your score?

Directions: Identify the following nail designs: Write your answer on the blank before each number.

_________1. It is the traditional application of nail polish to the entire nail plate.

_________2. It involves the application of colored polish over the whole nail plate except the area of lunula and tip of the toe nail.

_________3. It is a style that involves applying of nail polish over the whole nail plate except the area of lunula.

_________4. It is a style that involves the application of nail polish to create S curve, leaving a slightly larger gap along the nail walls.

_________5. It is a design which involves the application of colored polish over the whole part of the nail except the area of the free-edge.
Objectives:
To learn the techniques in applying Plain manicure, Half-moon, Half-moon with tip, French manicure, and Elephant tusk designs using plastic spoons thru group activity.

Equipment tools and materials:
Base coat, Colored polish, Top coat, Acetone, Cotton, Orange wood stick, Plastic spoons

Directions:
1. Prepare all the materials needed in basic nail designs.
2. Follow the given instructions in every nail design.
3. Consider the size, color, shapes of your plastic spoons when doing your project.
4. Display your finished project on used illustration board.

A. Plain manicure

Steps in Plain manicure
1. Apply base coat
2. Apply two coats of polish
3. Apply top coat

B. Half-moon

Steps in giving Half-moon:
2. Apply white or platinum nail polish and leave for a few minutes to dry.
3. Apply colored polish from one side to the other side of the nail following the shape of the lunula. Repeat the application of nail polish if necessary.
4. Remove excess polish from the skin.
5. Apply top coat.
C. Half- moon with Tip

Steps in Giving Half-moon with Tip
1. Apply white or platinum nail polish and leave for a few minutes to dry.
2. Apply colored polish from one side to the other side of the nail to form the half-moon, leaving the lunula of the nail.
3. Remove excess polish
4. Apply top coat.

D. French Manicure

French design or Tip design : Variation no. 1
Steps in giving French manicure-Variation no. 1

1. Apply white or platinum polish and leave for a few minutes to dry.
2. Apply colored polish from one side to the other side following the shape of the free-edge.
3. Remove excess polish
4. Apply top coat.

French design or Tip design - Variation no. 2
Steps in giving French manicure-Variation no. 2

1. Apply base coat and leave for a few minutes
2. Apply a coat of translucent pink polish over your entire nail.
3. With the use of white or platinum nail polish, draw a thin line over the tip of the nail following the shape of the free edge of the nail. Apply second coating if necessary.
4. Remove excess polish.
5. Apply top coat

D. Elephant Tusk

Steps in making Elephant Tusk:
  a) Apply base coat (platinum) twice.
  b) Apply colored nail polish creating a half circle design at the inner side of the nail as you continue it to form S-like.
  c) Fill up the other side to complete the design.
  d) Remove excess polish.
  e) Seal with a top coat.
### Criteria for Judging

<table>
<thead>
<tr>
<th>Criteria for Judging</th>
<th>Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Appearance</strong></td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>- color combinations of nail polish are evident</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- nail designs were artistically applied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- proportion of the different nail designs were observed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Workmanship</strong></td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>- nail polish coat were evenly applied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- neatness in work were observed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Quality</strong></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>- durability of the finished project were observed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Speed</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>- finished and submitted on the required time</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
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</tbody>
</table>

### Rating Scale

- 95-100 = Outstanding
- 85-94 = Very satisfactory
- 75-84 = Satisfactory
- 65-74 = Needs improvement

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Congratulations! You did a great job! Rest and relax a while then move on to the next lesson. Good luck!
REFERENCES

Lo1
- kreativestudios.com
- http://www.beautyweb.com/

LO 2
- kreativestudios.com
- Http://www.google.com.ph/imgre
ANSWER KEYS:

LESSON 1

LO1
WHAT DO YOU ALREADY KNOW?
1. Cuticle Nail Pusher
2. Nail File
3. Sterilizer
4. Orangewood Stick
5. Hand Spa Machine
6. Buffer
7. Pumice Stone
8. Trolley
9. Alcohol
10. Base coat

HOW MUCH HAVE YOU LEARNED?
1. Cuticle Nail Pusher
2. Nail File
3. Nail Cutter/Nail Clipper/Nail Trimmer
4. Nail Buffer
5. Emery board
6. Orangewood Stick
7. Foot Spa Machine
8. Sterilizer
9. Foot Spa Stool
10. Hand Spa Machine

LO2
WHAT DO YOU ALREADY KNOW?
1. D
2. C
3. E
4. B
5. A
6. I
7. J
8. H
9. F
10. G
HOW MUCH HAVE YOU LEARNED?

1. To avoid cracking and splitting of the nails.
2. So that live tissue at the root of the nail will not be injured.
3. Buffing gives the nails natural gloss and increases the circulation of the blood to the fingernails.
4. So as not to injure live tissues.
5. It can cause sores, open wounds and possible infection.

LESSON 2

LO1

WHAT DO YOU ALREADY KNOW?

A.

1. C
2. D
3. C
4. A
5. A

B.

1. Sanitizing implements and equipment is essential because it kills and prevents the growth of germs. Unsanitized equipment can spread germs from one person to another, potentially leading to serious infections, both for you and your client.
2. Sterilization is the process of destroying all living micro-organisms while sanitation is the process of destroying some, but not all micro-organisms.

HOW MUCH HAVE YOU LEARNED?

1. Before and after each nail care service.
2. After metal tools and equipment have been sterilized, they must be stored in a cabinet until needed.
3. Waste materials should be disposed of properly in an enclosed bin with polythene bag while contaminated materials should be disposed of as recommended by local authority.
4. To prevent accidents, injury and possible spread of diseases and to give the highest professional nail care service.
5. Tools and equipment are in good condition when they are not defective and can be used efficiently. They are not in good condition if they are already faulty, rusty and do not function efficiently.
LO2
WHAT DO YOU ALREADY KNOW?

A.
1. Sterilize
2. Disinfect
3. Boil
4. Store
5. Inspect
6. Sanitary
7. Water
8. Enclosed
9. Laundered
10. Directed

HOW MUCH HAVE YOU LEARNED?

Ways to Keep Tools and Equipment Safe and Functional

a. Sterilize metal implements after each use in a hospital-grade disinfectant that is bactericidal, virucidal, and fungicidal. This disinfectant can be found in beauty supply stores. Immerse the tools in the disinfectant for 10 minutes.

b. Disinfect foot basins after each use with a bleach solution. Make a 1-to-10 solution by mixing one part bleach with 10 parts water. Using gloves, rinse the basin with the solution to disinfect. If necessary, scrub with a detergent to remove any dirt or debris.

c. Use a boiling method of sterilization once a month to disinfect all metal implements. Designate one pot for sterilization to prevent cross-contamination with food. Submerge the tools in boiling water for 10 minutes. Drain the tools and allow them to dry.

d. Store sterilized metal implements in an airtight, zipper-sealed bag to keep them from being exposed to dirt and bacteria. Be sure tools are completely dry before storing them. If waiting more than a couple of weeks before the next nail care service, sterilize the tools again before use.

e. Inspect tools and equipment regularly to identify defective ones for repair, replacement or condemnation.

Measures in Keeping the Salon Clean and in a Safe State

1. All beauty salons must be well-lighted and well-ventilated and must be in good sanitary condition.
2. The salon premises must be free from rodents, vermin, flies or other similar insects.
3. All salon establishments must be provided with continuous running hot and cold water.
4. The curtains and floor coverings in the salon must be washable and kept clean.
5. All hair, used cotton or other waste materials must be removed from the floor immediately, and deposited in a closed container. Get rid of them from the salon premises at frequent intervals.
6. The rest rooms must be well-sanitized and be provided with individual towels.
7. All waste materials should be disposed of in an enclosed waste bin fitted with polythene bin liner, durable enough to resist tearing.

LO3
WHAT DO YOU ALREADY KNOW?
   1. Plastic
   2. T
   3. T
   4. T
   5. Repaired/replaced/disposed of

HOW MUCH HAVE YOU LEARNED?

   Metal tools and instruments must be sterilized following proper sterilization techniques. After the process, store in a dry cabinet until needed. Tools/Implements which are made of porous materials such as nail files, buffers, nail brushes and orangewood sticks can harbor bacteria easily. Since they are wood products which cannot be sterilized, these tools should not be reused. The hand and foot spa machines must be kept dry after disinfecting them.

LESSON 3

ANSWER KEYS:

LO1
WHAT DO YOU ALREADY KNOW?

   1. Risk
   2. Harm
   3. Risk assessment
   4. Training
   5. Unsafe practices

HOW MUCH HAVE YOU LEARNED?

   1. True
   2. True
   3. True
   4. True
   5. False
   6. True
   7. False
   8. True
9. True
10. True

LO2

WHAT DO YOU ALREADY KNOW?
1. Identify the spillage to everyone and clean up appropriately
2. All of the above
3. Assist your client to the nearest exit and safe place
4. Preventing injury, infection or accidents
5. Unsafe practices

HOW MUCH HAVE YOU LEARNED?

1. Microorganism
2. Injury
3. Reduction
4. Clear
5. Slips
6. Illness
7. Burns
8. Health
9. Syndrome
10. Airborne

LESSON 4

LO1.

WHAT DO YOU ALREADY KNOW?

LO1.
Test 1

Test II.
1. Stiletto
2. Squoval
3. Round
4. Square
5. Oval/Almond
Test III.

**HOW MUCH HAVE YOU LEARNED?**

Test 1.

A.

B
1. Oval
2. Pointed
3. Square
4. Round
5. Squoval
Test II.
A. **FILL IN THE BLANK**
1. Nail plate
2. Nail walls
3. Rest
4. Cuticle
5. Nail plate
B. **Completion Test**
1. Furrows
2. Onychia
3. Hyperkeratosis
4. Shedding
5. Uneven
6. Bluish
7. Treating Cuts
8. Hangnails
9. Eggshell nails
10. Detachment
LO2.
WHAT DO YOU ALREADY KNOW?

1. Half -moon with Tip
2. French Manicure
3. Plain manicure
4. Half moon
5. Elephant tusk

HOW MUCH HAVE YOU LEARNED?

1. Plain Manicure
2. Half-Moon with Tip
3. Half Moon
4. Elephant Tusk
5. French Manicure
Acknowledgement

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