



DUBAI AVIATION CITY CORPORATION OHSE CODE OF PRACTICES



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DACC CODE OF PRACTICE – SAFETY AND HEALTH
REQUIREMENTS FOR BARBER SHOPS/SALONS & GENTS



SAFETY AND HEALTH REQUIREMENTS FOR BARBER SHOPS/SALONS & GENTS PERSONAL CARE CENTERS

DACC (DUBAI SOUTH) Code of Practice
Document Reference No.: DACC.DS.OPS.OHSE.OPS.05.BS

1.0	INTRODUCTION	3
2.0	TRAINING AND AWARENESS	3
3.0	REQUIREMENTS	5
4.0	RECORD KEEPING	9
5.0	REFERENCES	9



SAFETY AND HEALTH REQUIREMENTS FOR BARBER SHOPS/SALONS & GENTS PERSONAL CARE CENTERS

DACC (DUBAI SOUTH) Code of Practice
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1.0 INTRODUCTION

- (i) This Code of Practice (CoP) is mandatory to all “Barber Shops/saloons & Gents Personal Care Centers” within the Dubai South jurisdiction. This CoP is designed to incorporate requirements set by UAE and other relevant Regulatory Authorities. If requirements of this document conflict with requirements set by another regulatory authority, operational facilities are required to follow the more stringent requirement.
- (ii) A duty Holder is defined as;
 - a) The person(s) who owns or is in control, through contract or tenancy, of non-domestic premises;
 - b) With regard to multiple tenanted premises, the duty holder shall be the person who owns or is in control of the building, including access and egress
 - c) All other persons shall cooperate with the duty holder to allow them to comply with their duty's requirements under this CoP.

2.0 TRAINING AND AWARENESS

- (i) Duty Holder shall ensure that OHSSE training complies with the requirements of:
 - a) ***Dubai Aviation city Corporation (DACC)-DS-OHSEF - Regulations 6 – Competence Management, Training and Awareness;***
- (ii) Duty Holder shall train new employees about work procedures and best health practices to be followed before starting the job in the salon.
- (iii) Duty Holder shall train the staff not to provide services: peeling, scrubbing or lightening for customers with abnormal skin or skin problems, and not to provide services that might increase skin sensitivity such as Moroccan bath before and after waxing.
- (iv) Duty Holder shall train the staff for the safe usage of machineries or sharp objects and their cleaning, disinfecting and maintaining customers' safety while using it to avoid human and technical errors.
- (v) Duty Holder shall train the staff in related to wrong practices or misuse of cosmetics and preventive to protect public health & safety.
- (vi) All staff working in salon and personal care centers must be formally trained on health & safety to a level appropriate to the type and nature of work they do and those training centers shall be approved by Public Health department of Dubai Municipality.
- (vii) Duty Holder shall ensure that there shall be minimum of one “Person in charge” trained personal for the salon & personal care centers and those training centers shall be accredited to Public Health department of Dubai Municipality.



SAFETY AND HEALTH REQUIREMENTS FOR BARBER SHOPS/SALONS & GENTS PERSONAL CARE CENTERS

DACC (DUBAI SOUTH) Code of Practice
Document Reference No.: DACC.DS.OPS.OHSE.OPS.05.BS

- (viii) Staff should participate in a refresher or updating course after one year of training, or, shall be retrained if deterioration in health & safety practices is noticed. The Duty Holder/PIC shall provide evidence of continuous learning and refresher training for all staff.

3.0 REQUIREMENTS

3.1 General Requirements

- (i) Duty Holder shall undertake their roles and responsibilities in accordance with the general requirements of *Dubai Aviation City Corporation (DACC)-DS-OHSERF – Regulation 5 – Leadership, Roles, Responsibility and Self-Regulation*.
- (ii) A valid trade license shall be obtained from DACC Licensing and registration department and other relevant authority approvals for the operations of Gents saloon and personal care centers.
- (iii) Duty Holder shall ensure that Gents saloon and personal care centers shall comply with the requirements of *Dubai Aviation City Corporation (DACC)- CoP “HSE Inspection for Issuance of OHSE-NOC for Operation Fitness Certificate (OFC)” DS.OPS.OHSE.OPA.01.OF*.

3.2 Staff

- a) Occupational Health card shall be available for all the staff and an annual medical test should be done for the salon staff in Dubai Municipality Clinic, It is not allowed to allow new employees to start the job unless obtaining the result of medical test. In case of renewal, the medical test must be renewed within one month after the expiry date. Immunization against hepatitis B for all employees and having completed taking doses according to the vaccination program.
- b) Staff must wear Uniform during the execution of work - Wearing light-colored uniforms (preferably with long sleeves), and dark-colored uniforms for hair coloring. Each employee must have (3) uniforms and he should wear it during the work hours & keep it clean (it can be replaced with white, long sleeved aprons).
- c) Staff must maintain personal hygiene through (cutting nails, not wearing metal jewelries, wearing appropriate footwear that covers the entire foot, cleanliness of hair and clothes, avoiding smoking and cleaning the mouth from smoking odors). Gloves must be worn when providing hair coloring service and Mask must be worn when providing all types of services related to gent's salon.
- d) Staff must wash, clean and disinfect their hands after serving each customer
- e) Unhygienic and inappropriate practices are not allowed in the premise such as dealing with skin diseases in customers, treating acne and pimples or providing any medical advice or remedies; the staff must avoid dealing with any customer if he suffers from respiratory disease, infectious disease, presence of open sores/wounds or skin infections etc.



SAFETY AND HEALTH REQUIREMENTS FOR BARBER SHOPS/SALONS & GENTS PERSONAL CARE CENTERS

DACC (DUBAI SOUTH) Code of Practice
Document Reference No.: DACC.DS.OPS.OHSE.OPS.05.BS

- f) Staff shall take sick leave in case of having of respiratory diseases or infectious diseases or having open sores or skin infections.

3.3 Premises

- a) Barber Shops/salons & Gents Personal Care Centers shall be approved by DACC Land & Development Control Department and Dubai Civil Defense prior to the operations of facility.
- b) Size for the saloon must not be less than (3) * (4) m for two chairs. In case of more chairs the distance between hair cutting & dressing chairs shall not be less than (1) m and 0.5 m between manicure and pedicure chairs. Height between the floor & ceiling in the work area must not be less than 2.30 meters.
- c) Suitable Lighting, ventilation, exhaust fan shall be available.
- d) Salon must be provided with water source & drainage facility.
- e) Annual maintenance pest control contract and periodic pest control for the facility shall be executed.
- f) Duty Holder shall provide First aid box with valid contents and staff should be trained to deal with minor incidents.
- g) It is important to provide (or participate in providing) healthy accommodation for the staff to create healthy working environment and avoid residence, cooking or storing personal needs of staff in the salon.

3.4 Furniture

- a) Provide high quality barber chairs that are comfortable, free of cracks. Cabinets, storage drawers, display shelves and special storage drawers for staff must be provided and arranged well in the salon.
- b) Waiting area must be provided with suitable seats and away from hair cutting areas (at least 2 meters).
- c) Counters for hair cutting and styling service must be made of non-absorbable materials, free of cracks and easy to clean and sterilize. If basins are within the counter, the counter must be made of granite, marble, glass or any other material resistant to absorption and easy to clean.

3.5 Personal Care service Rooms

- a) Facial room area must not be less than (6) meters square with fitted walls (it is not allowed to use curtains, accordion or temporary partitions to separate rooms). It must be suitable and provided with a bed that is comfortable, movable, free of cracks and rusts, and made of materials that can be cleaned and disinfected. The room must be also provided with a private hand wash basin.
- b) Waxing room area must not be less than (6) meters square with fitted walls (it is not allowed to use curtains, accordion or temporary partitions to separate rooms). It must be suitable and



SAFETY AND HEALTH REQUIREMENTS FOR BARBER SHOPS/SALONS & GENTS PERSONAL CARE CENTERS

DACC (DUBAI SOUTH) Code of Practice
Document Reference No.: DACC.DS.OPS.OHSE.OPS.05.BS

provided with a bed that is comfortable, movable, free of cracks and rusts, and made of materials that can be cleaned and disinfected.

- c) Hair cutting and dressing chairs must be suitable and separated from each other with a distance of 1 meter, and the distance between the last chair and the wall must be 0.5 meter. Comfortable chairs and table for manicure and pedicure service must be fitted in a suitable place separated from other service areas and also separated from each other with a distance of 0.5 meter. The distance between the last chair and the wall must be 0.5 meter with providing special basins/sinks for this service.
- d) Provide a separate ventilated room for services that result in emission of harmful vapors or provide suitable alternatives

3.6 Salon Services

- a) Saloon must be provided with Water heater; Hair wash basin & hand wash basin provided with ceramic tiles fixed around the basin not less than a half meter.
- b) Provide suitable area for cleaning and for preparing hair dyes made of smooth surfaces that are easily cleaned and disinfected, fitted with appropriate sink surrounded with ceramic with half a meter distance.
- c) Sufficient number of towels & aprons not less than 12 of each for one dressing chair. Disposable towels are preferred.
- d) A basket to collect used towels and aprons for washing before the next use. It is forbidden to re-use towels and aprons without washing, and it is preferred to keep washed and clean towels and aprons in plastic bags to be used for customers. It is not allowed to wash or dry towels and aprons in inappropriate and unhygienic areas or outside the shop.
- e) Sufficient number of shaving and personal care tools that are made of non-rust materials, free of cracks and sediment and to be of high-quality materials (disposable tools are preferred).
- f) Covered waste bin should be provided for waste collection after each activity in frequently basis & the waste should not be kept to the second day.

3.7 Cleaning & sterilizing

- a) Tools should be cleaned after completion of after each customer by mechanical means by washing with warm water and brush as a first step in preparation for sterilizing.
- b) Must provide a disinfectant solution for complete immersion of grooming tools, the solution should be approved and effective if used in the right concentrations, it should be periodically changed and be sure to put instruments inside only after It is cleaned as mentioned in section 3.7 (a), and must supply sufficient jars for this purpose
- c) UV light sterilizing machine must be provided for shaving tools (1 for each 3 chairs) and maintained clean. Tools must be kept inside the machine after cleaning, disinfecting and drying them as mentioned in the previous points (3.7 (a) and 3.7(b)) with considering the capacity of the machine. The lamp of the machine must be changed periodically according to the operating instructions.



SAFETY AND HEALTH REQUIREMENTS FOR BARBER SHOPS/SALONS & GENTS PERSONAL CARE CENTERS

DACC (DUBAI SOUTH) Code of Practice
Document Reference No.: DACC.DS.OPS.OHSE.OPS.05.BS

- d) Must provide heat sterilization machine (dry heat or steam) especially for metal tools used for cosmetic and personal care. These devices should be equipped with thermostat and time control systems.
- e) When using a hair brush it should be clean and sterile and stored in convenient clean drawers and separated from the dirty tools and not allowed to use the brush from the customer to another before cleaning and sanitizing properly.
- f) The non-metal tools used in nail care and sponges used to beautify the face should be single-use and wrapped properly. These tools are not allowed to be use from one customer to another, taking into account the correct way of disposal after use.
- g) Adoption of better cleaning and sterilization standards for seating, services, floors, surfaces and angles, baths, steam rooms and sauna cabins in addition to shelves and drawers, curtains, toilets and other devices and tools available in the shop.
- h) Disposable wooden sticks must be used for waxing, and it is not allowed to double dip the stick in the waxing container or use it for other customers. A poster for “No double dipping” must be provided. In case of using the roller wax, inner container must be changed for each customer
- i) Must use a disposable bed cover and should be replaced after each customer in service areas. System must be implemented to evaluate employees working in high temperature environments to ensure they are able to perform their assigned duties.
- j) All facial machines must be maintained clean and disinfected, and the water must be changed periodically. The water bowel of the machine must be transparent to ensure the purity of water continuously, and the internal heater must be made of rustproof material. Distilled water preferred to be used to prevent sediment.
- k) Must separate required proportion of cosmetics in a clean and sterile container by using disposable wooden sticks to be used for the various stages of cosmetology. It is not allowed to use the product directly from its container.
- l) Hands and foots must be washed, cleaned, disinfected and dried before and during manicure and pedicure.
- m) High-quality disposable tools must be provided from reliable sources. Disposable facial towels must be provided and it must be discarded properly after each customer.

3.8 Cosmetics

- a) Hair dyes, cosmetics and personal care products must be registered, from well-known sources and has expiry dates. It is not allowed to create beauty products/blends and use or sell to customers. Sticker must be placed on the cosmetic container shows opening date and date of first-use, especially for products that rely on expiration period from the date of opening.
- b) Ensure that all products, including cosmetics and dry henna, are registered by Consumer Products Safety Section in Dubai Municipality before buying from suppliers, and registration certificate must be shown during the inspection.



SAFETY AND HEALTH REQUIREMENTS FOR BARBER SHOPS/SALONS & GENTS PERSONAL CARE CENTERS

DACC (DUBAI SOUTH) Code of Practice
Document Reference No.: DACC.DS.OPS.OHSE.OPS.05.BS

- c) Hair coloring instructions and timings must be followed to avoid risks of skin absorption, and all instructions on cosmetic and personal care products about mixing steps and ratios, sensitivity test and precautions must be followed.
- d) The salon can keep not more than (5) containers of each cosmetic product for display and use in the salon, except for salons with selling permits from DACC Licensing & Registration department, otherwise it is violating licensed activity.

3.9 Oriental/Moroccan Bath

- e) Must not provide the service for people with skin diseases.
- f) Total area of the Oriental/Moroccan bath service room must be at least 6 meters sq.
- g) Walls, floors and ceilings should be of smooth surfaces and easy to clean.
- h) Must to clean and disinfect the bath immediately after each customer, especially the spaces between the ceramic walls and floors.
- i) Must to re-wash and clean the towels after the use and to keep them inside baskets dedicated to it, It is not allowed to use for other customers before washing and drying thoroughly.
- j) Must provide a disposable sponge, dispose them after been use. Not allowed to use it for another customer.
- k) All products used should to be good quality and purchased from well-known and reliable sources. Not allowed to use any self-made products or blends.
- l) It is prohibited to deal with or treat the skin diseases or provide any medical guidance to customers. In these cases, they should be advised to visit medical facilities. Not allowed to deal with the injured or irritated skin.
- m) The temperature should be appropriate inside the oriental bath to avoid thermal shock or skin burns, preferably to test the bath by workers before customer's entry.
- n) Must apply the highest cleaning, sterilization and drying standards before and after the service, especially to places for lying down, bathing and bath ceiling, which often cause diseases and odors.
- o) Must maintain the ventilation through the installation of exhaust fans suitable to the size of the oriental bath.
- p) The oriental bath must be separate from the other activities in the salon / center.
- q) Must provide a private dressing room for the oriental bath. Provide lockers for keeping clothes and shoes for customers and the base should be made from rust proof materials are not attached to the floor.
- r) Must regularly maintain the bath in order to prevent the growth of molds on floors, walls ceilings, bathroom and places to lie down and showers, which often cause diseases and odors.
- s) Preferably to wear gloves while providing the service.
- t) Providing non-slip floors around the bathing places in steam bath rooms.
- u) Not allowed to appear inappropriately dressed in the bath outside allocated to the bath area.
- v) Service rooms must be separated and with only a single bed inside each room, and the room size should not be less than 6 square meters.
- w) Providing a closet in the changing room with napkins and towels for customers.



SAFETY AND HEALTH REQUIREMENTS FOR BARBER SHOPS/SALONS & GENTS PERSONAL CARE CENTERS

DACC (DUBAI SOUTH) Code of Practice
Document Reference No.: DACC.DS.OPS.OHSE.OPS.05.BS

- x) Installing steam machine outside the room next to the door and to hide all electrical connections.
- y) The presence of more than one customer in the oriental bath at the same time is prohibited.

3.10 Prohibitions

- a) Smoking is not allowed in the salon, and No Smoking signs must be provided.
- b) Accommodation and cooking are not allowed in the salon.
- c) Not allowed to use shaving brush, it can be replaced by foam or disposable shaving brush
- d) Not allowed to use hair removal machines such as laser and IPL in salons and beauty centers. Other machines must be permitted by Dubai Health Authority and the staff must obtain DHA license from.
- e) Not allowed to use Alum for wound's disinfection. It can be used only for one time.
- f) Animals are not allowed in the salon.
- g) Tanning service is not allowed for people under the age of 18 years.
- h) Period of tanning must be followed as instructed by manufacturer.
- i) Provide suitable area for the tanning service, goggles for eye protection and follow the safety requirements of the device. In case of providing tanning service using sprays, the products must be registered by Consumer Product Safety Section in Dubai Municipality.
- j) Not allowed to keep customers tools kits inside salon.

4.0 RECORD KEEPING

- a) At a minimum, the following information shall be documented and records kept for inspection;
 - (i) Valid relevant authorities' approvals mentioned in this CoP;
 - (ii) Staff List, training records, Occupational health card;
 - (iii) Inspection records for Fire Detection and firefighting system;
 - (iv) Records shall be available for annual maintenance contract for pest control and Periodic pest control records;
 - (v) Receipt of waste disposal.
 - (vi) Document control and record management as per DACC CoP "Document Control and Record Management DACC.DS-OHSERF – Regulation 8".



SAFETY AND HEALTH REQUIREMENTS FOR BARBER SHOPS/SALONS & GENTS PERSONAL CARE CENTERS

DACC (DUBAI SOUTH) Code of Practice
Document Reference No.: DACC.DS.OPS.OHSE.OPS.05.BS

5.0 REFERENCES

NO.	DOCUMENT NAME	DOCUMENT NO.
1	Risk Management	DACC.DS-OHSERF – Regulation 2
2	Leadership, Roles, Responsibility and Self-Regulation	DACC.DS-OHSERF – Regulation 5
3	Competence Management, Training and Awareness	DACC.DS-OHSERF – Regulation 6
4	Communication, Consultation and Participation	DACC.DS-OHSERF – Regulation 7
5	Document Control and Record Management	DACC.DS-OHSERF – Regulation 8
6	Emergency Management	DACC.DS-OHSERF – Regulation 13
7	Incident Management	DACC.DS-OHSERF – Regulation 15
8	Management Review	DACC.DS-OHSERF – Regulation 19
9	Labour Law and its Amendments	Federal Law No. (8) of 1980
10	Determination of Preventive Methods and Measures for the Protection of Workers from the Risks of Work	Ministerial Order No. (32), of 1982
11	UAE Cabinet Decision No -13	2009
12	General Work Place Amenities	DACC.DS.OPS.OHSE.WRW.01.WA
13	HSE Inspection for Issuance of OHSE-NOC for Operation Fitness Certificate (OFC)	DS.OPS.OHSE.OPA.01.OF
14	Unified health guidelines for practicing Beauty, Personal Care and Massage Activities	UAE Ministry of Environment and water
15	Health Requirements for Barber Shops	DM-PH&SD-P7-WI0