

HEALTH AND SAFETY POLICY

Stellar Bridal NZ

1. Purpose

This Health and Safety Policy outlines our commitment to maintaining a safe working environment for all staff, clients, and contractors involved in our mobile bridal beauty services. Our goal is to prevent workplace injuries and hazards while ensuring compliance with New Zealand's **Health and Safety at Work Act 2015**.

2. Responsibilities

Business Owner / Franchisee

- Ensure all safety policies and procedures are followed.
- Provide staff with necessary health and safety training.
- Maintain a safe and hygienic work environment.
- Keep records of any accidents, incidents, or hazards.
- Ensure all equipment and products meet safety standards.

Employees / Contractors

- Follow all health and safety guidelines.
- Report any hazards, incidents, or injuries immediately.
- Maintain cleanliness and hygiene standards.
- Use all equipment and products safely and correctly.

3. Hygiene and Infection Control

- All tools and equipment must be cleaned and sanitized after each use.
- Hands must be washed or sanitized before and after each client.
- Disposable applicators (e.g., mascara wands, sponges) must be used whenever possible.
- Makeup and beauty products must be stored in clean, dry conditions and replaced regularly.
- Clients with contagious skin conditions should not be treated.

4. Equipment and Product Safety

- Only professional-grade beauty products and tools should be used.
- Electrical equipment must be checked regularly for faults.

- Heat-based tools (curling irons, straighteners) must be handled with care and stored safely when not in use.
- Patch tests must be conducted for new clients using skin-sensitive products.

5. Safe Work Practices

- Work areas must be set up in a way that minimizes tripping hazards.
- Lifting of heavy equipment should be done using proper techniques.
- Adequate ventilation should be ensured when using sprays or strong-smelling products.
- Sun protection measures should be taken when working outdoors.

6. Emergency Procedures

- A first aid kit must be carried at all times.
- In case of allergic reactions, immediate first aid should be administered, and medical assistance sought if necessary.
- Any incidents must be reported and documented as soon as possible.

7. Client Safety and Comfort

- Ensure clear communication with clients about services and any potential risks.
- Perform allergy patch tests where necessary.
- Adjust seating and workspace to ensure client comfort and prevent strain.
- Be aware of any client medical conditions that may affect treatments.

8. COVID-19 and Health Guidelines

- Follow all government health directives regarding infectious diseases.
- Wear appropriate PPE (masks, gloves) where required.
- Sanitize all equipment between clients and practice social distancing when possible.
- Encourage rescheduling for clients showing symptoms of illness.

9. Review and Compliance

- This policy will be reviewed annually or as required by law.
 - All staff and contractors must acknowledge and comply with this policy.
 - Any updates will be communicated to all team members promptly.
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Signed: Jessica Campbell (Director)

Date: 9/3/2025