

Hair, Beauty, Tattooing or Skin Penetration Premises Design and Construction Guide

Approval of plans

A copy of your plans must be submitted to this office prior to the commencement of construction works. An Environmental Health Officer (EHO) will either approve your plans or contact you regarding amendments.

Design & construction of premises

The Public Health & Wellbeing Regulations 2019 and Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries are the enforcement documents under the Public Health & Wellbeing Act 2008.

These documents outline the best practice and should be used as the minimum requirement for new businesses.

General requirements for all premises

Structural, Furnishing and Fittings: Equipment, furniture, fittings, floors and walls should be durable, safe and suitable for cleaning and maintenance, and constructed of a sealed, non porous material. The premises should be planned to provide separate cleaning and client/procedure areas.

Hand basins: A hand basin with hot and cold running water supplied through a single outlet, plus liquid soap and paper towels should be installed in the immediate procedure area. An appropriate splashback should be provided.

A hands free hand wash basin should be installed in skin penetration premises (tattoo, piercing, electrolysis, cosmetic tattoo).

Equipment Sink: In addition to the hand/hair wash facilities, a sink with hot (min 70°C) and cold water supplied through a single outlet should be located in the cleaning area for equipment and instrument cleaning.

Linen: Washable, leak proof receptacles are required for soiled linen, towels and clothing. Clean linen must be stored in a clean environment and changed between clients.

General Waste: All bins used for waste must be lined with a plastic bag that can be sealed for disposal.

Storage and Disposal of Sharps: Sharps must be disposed of into an Australian Standard (AS 4031) specified disposable sharps container immediately after use. Full sharps containers must be disposed of in accordance with EPA requirements.

Storage and Disposal of Clinical Waste: Clinical and related waste must be placed into a plastic bag-lined washable bin with a close fitting lid marked "Infectious Waste". This waste must be disposed of in accordance with EPA requirements.

Cleaning and Disinfection of Equipment: Rinse under warm water, clean with detergent and warm water, rinse under warm water to remove detergent. Disinfection should be performed after the equipment has been cleaned.

Please be aware that UV Cabinets **DO NOT** clean, disinfect or sterilise instruments, but may be used to store clean instruments.

Sterilisation of Equipment: Use of an approved method of sterilisation.

For example an Autoclave may be used and must comply with Australian Standard 2182. Autoclaves must be serviced every 6 months and heat sensitive indicator strips must be used each time the autoclave is used. These test strips should be kept as a record of sterilisation. A diary is an ideal means for keeping such records.

Sterile Equipment Storage: All sterile appliances and equipment must be stored in a suitable environment to prevent contamination.

Clothing: Operators should wear a clean washable garment, such as an apron or a uniform, intended exclusively for use when attending clients.

Additional information for skin penetration premises:

Gloves: Operators should always wear single use sterile disposable gloves whilst carrying out tattoo or body piercing procedures. Hands must be thoroughly scrubbed and washed immediately prior to wearing and immediately after removing gloves.

It is important that gloves are:

- Removed and disposed of when leaving a client for any reason,
- Changed if they become torn, contaminated with blood or removed for any reason,
- Changed between clients,
- Never washed or reused,
- Disposed of in an infectious waste bin.

And that hands are:

- washed before putting gloves on and after removing gloves.

Heavy-duty utility gloves should be worn when cleaning instruments prior to sterilisation.

Personal Protective Equipment: The wearing of eye protection and a mask is highly recommended.

Record Keeping: Accurate records must be kept of each client. These should include name, address and treatment date. You should also include information of the work done.

These records can protect you against any question of an infection transmission or legal liability issues.

Provision of Information: Proprietors must provide medically accurate information to clients regarding the transmission of infectious diseases associated with skin penetration procedures.

This information must be provided to clients prior to a procedure being performed.

New Premises Approval: With plans approved, and all other necessary approvals and permits obtained, construction work can commence. An inspection of your premises **MUST** occur prior to opening. It is your responsibility to request this inspection. A minimum 48 hours notice is required.

Additional approvals and information:

Contact should be made with the following organisations to ensure all other approvals, registrations or licences are obtained. (Please note this is not exhaustive but may be of assistance.)

- Statutory Planning for a planning permit,
- Building Surveyor for a building permits,
- Compliance/Local Laws for permits and advice particularly in relation to advertising signs on footpaths.
- Rates office to discuss what rates and charges are likely to apply.
- Consumer & Business Affairs Victoria for advice on Business name registration etc

Phone: 1300 558 181

Internet: www.consumer.vic.gov.au

- For syringe bins and infectious waste bins and disposal - look under medical supplies & medical waste in the yellow pages

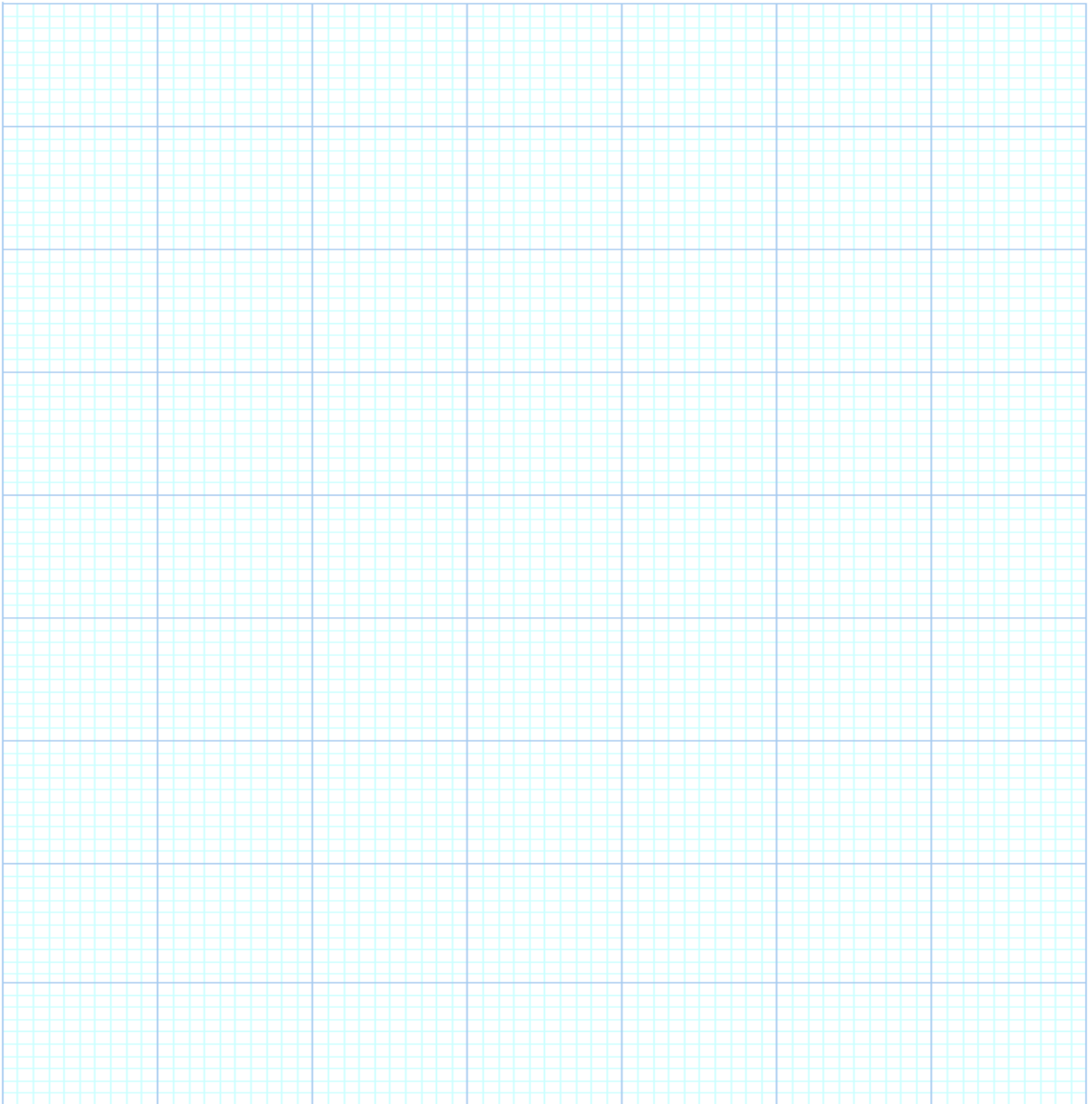
Further information:

Public Health & Wellbeing Regulations 2009 and Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries are available on the internet

New registrations checklist

- Planning department permission
- Building department permission
- Application form and fee submitted
- Floor plan submitted
- New premises assessment arranged

This is an accurate floor plan for the proposed registered premises located at.....



Contact details

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