

# Beauty Treatment

## GUIDANCE NOTES

***Please be aware the Environmental Health Unit will not assess any application until a copy of your consent from the Town Planning Department is provided***

## **Requirements for beauty therapist establishments**

This document is an extract from the Department of Health's 'Infection Prevention and Control Guidelines for Hair, Beauty, Tattooing and Skin Penetration Industries'. It applies to your operation.

A full copy of these guidelines will be provided by Environmental Health Services to each registered premises. Copies of the Guidelines are also available from the Communicable Diseases Section of Department of Health on 1300 651 160 or [infectious.diseases@dhhs.vic.gov.au](mailto:infectious.diseases@dhhs.vic.gov.au)

### **Registration**

A person conducting a personal care and body art business (including hairdressing, beauty parlour work, colonic irrigation, tattooing, ear piercing or any other processes involving the penetration of the skin), must register such premises with Wyndham City Council. Current legislation does not require the registration of massage businesses.

Until your application for registration is approved by Wyndham City's Environmental Health Services, you must not commence operations.

Prior to granting *Public Health and Wellbeing Act 2008* registration, the premises must be inspected and approved by an Environmental Health Officer. If a new premises is being constructed, appropriate plans and accompanying information must be provided to the Environmental Health Officer for assessment.

#### **A new business must:**

- submit detailed plans of the interior layout of the proposed premises to Council, in accordance with these guidelines before undertaking any structural works;
- submit an application for registration with Council;
- obtain Environmental Health Services approval for the plans before commencing work on the premises;
- obtain Environmental Health Services approval before opening for business;
- provide photocopies of your qualifications with your application.

#### **A new business should, before applying for registration:**

- consult with Environmental Health Services to discuss the proposal, preferably before selecting a site;
- contact the Business Licence Information Service (BLIS) for business advice and information or to check which government licences or codes of practice apply to your business. ([www.business.vic.gov.au](http://www.business.vic.gov.au). or Victorian Business Line on Ph: 13 22 15 );
- contact the appropriate industry association for advice.

#### **A new business in existing premises must:**

- ensure the premises has current registration;
- apply to transfer the registration of the premises to the new proprietor before that proprietor takes over its operation.

### Mobile beauty therapies

Mobile hairdressers and mobile beauty therapists must register their “principal place of business” but are exempt from any requirement to register every premises on which they conduct their business. For example, a hairdresser that goes into people’s homes, is not required to register every home where they conduct hairdressing, only their principle place of business i.e. their own home.

**Please note high risk activities including tattooists or body piercing businesses are not permitted to operate mobile premises.**

Your business must comply with the *Public Health and Wellbeing Regulations 2019* and the Infection Prevention and Control Guidelines for Hair, Beauty, Tattooing and Skin Penetration Industries’

## Structural requirements for beauty therapists

### General requirements

Equipment, furniture, fittings, floors and walls should be purpose built or purchased specifically for the task to be performed. They should be durable, safe and suitable for cleaning and maintenance and constructed of sealed, nonporous materials.

There should be adequate lighting and ventilation throughout the premises. Particular attention should be paid to those areas that are frequently damp, such as above, behind and under wash basins.

The premises should be planned to provide separate function-specific client and cleaning/sterilising areas. The area of client procedure rooms/cubicles should be no less than 2.5 metre square. The cleaning area should be designed to ensure movement of instruments/equipment in an on-way direction from dirty to clean to sterile areas (figure 1). It should also have sufficient bench space for good working practices.

### Specific requirements

#### Hand basins

A hand basin with hot and cold running water supplied through a single outlet, liquid soap and paper towels must be installed in an immediate procedure area. An appropriate splashback should be provided behind plumbing fixtures. A hand basin must also be installed in the procedure area, particularly if skin penetration procedures are performed.

Where skin penetration procedures are performed, the hand basin should be hands free (for example, foot operated, electronically controlled or knee operated). Elbow operated taps are not recommended.

In establishments where hairdressing only takes place, a hair wash basin with hot and cold running supplied through a single outlet equipment may also be used for washing hands.

#### Equipment sinks

In addition to the hand and hair washing facilities in a beauty therapy business, a separate sink with hot and cold running water supplied through a single outlet (hot water not less than 70°C) should be located in the cleaning area for instruments and equipment washing.

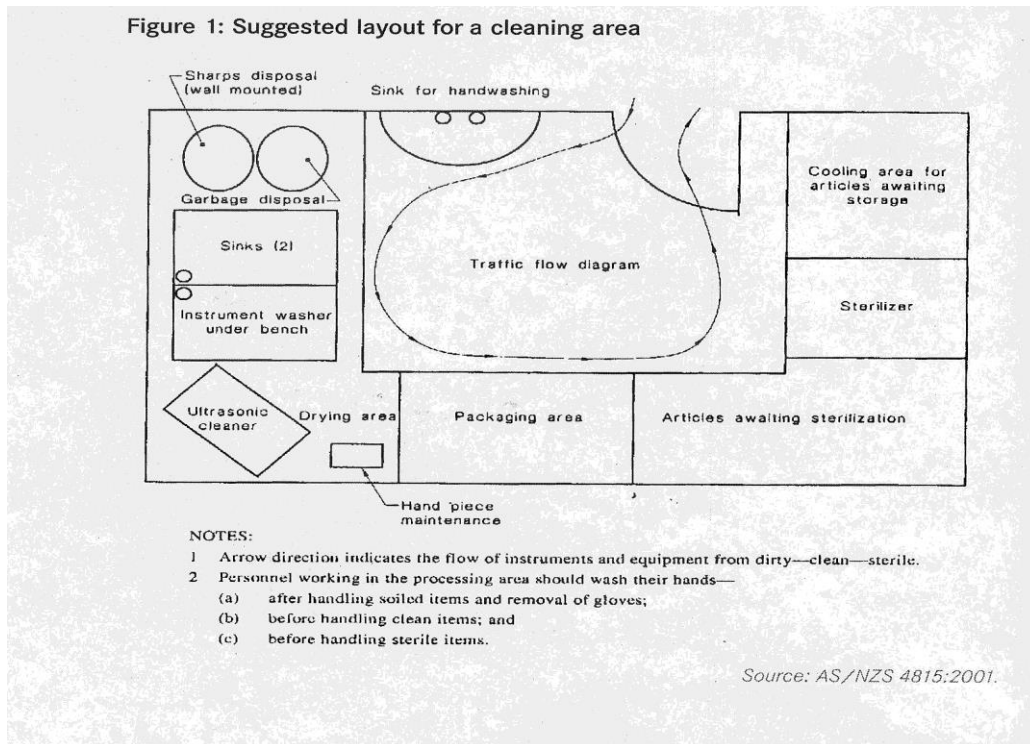


Figure 1

### General plumbing

Plumbing must conform to the requirements of the Plumbing Industry Commission (Victoria) and Standards Australia. These include:

- Australian Standard/New Zealand Standard (AS/NZS) 3500.1:2003 Plumbing and drainage - Water services.
- AS/NZS 3500.2:2003 Plumbing and drainage - Sanitary plumbing and drainage
- AS/NZS 3500.4:2003 Plumbing and drainage - Heated water services.

Hot water installations should have sufficient capacity for the business being undertaken.

Premises may include other plumbing fixtures beside the hand basin such as that used for general cleaning.

### Electrical Safety

All electrical equipment must meet prescribed electrical standards.

### Linen

Paper towel, paper strips or clean linen are recommended and must be changed between clients.

Soiled linen, towels and protective clothing should be placed in a washable, leak-proof receptacle and laundered using hot water (70-80°C) and detergent. All clean linen, towels and clothing must be stored in a clean environment to reduce contamination.

### Disposal of waste

All bins used for waste must be lined with a plastic bag that can be sealed for disposal. It is essential that clinical and related waste (formerly known as infectious waste) is properly packaged, labelled, handled and transported to minimise the risk of occupational exposures and the transmission of infectious diseases to both waste handlers and the community.

The Environmental Protection Authority has requirements for the management of clinical and related waste.

### **Handling and disposal of sharps**

Sharps are considered clinical waste. Sharps used for skin penetration such as needles, must be handled carefully during procedures to avoid need stick injuries and the possible transmission of blood-borne diseases.

Sharps containers must comply with:

- AS 4031:1992 Non reusable containers for the collection of sharp medical items used in health care areas
- AS 4031:1992/Amdt 1 Non reusable containers for the collection of sharp items used in health areas
- AS/NZS 4261:1994 Reusable containers for the collection of sharp items used in human and animal medical applications.

Suitable sharps containers are rigid-walled, puncture-proof containers with tight fitted lids that prevent sharp objects, such as razor blades that may be contaminated with blood, from injuring another person. These containers can vary in size up from one litre containers. Disposal of sharps containers need occur only when the container is full, but before it is overflowing. Immediately after use, the operator should:

- not recap sharps
- place single-use sharps into a sharps container that meets Australian standards
- place multiple-use reusable sharp instruments into the container at the end of their useful life
- not force items into the container, so as to prevent injury.

Sharps containers should be placed a minimum of one metre above floor level, out of the reach of children. When the container is full, seal and dispose of it in accordance with EPA requirements. Arrange for container to be removed by a contractor licensed with the EPA.

### **Disposal of other clinical and related waste**

Clinical and related waste, such as blood-stained swabs, cotton wool and gloves, must be placed into a plastic bag-lined washable bin with a close-fitting lid marked 'infectious waste' and disposed of according to Environmental Protection Authority requirements.

### **Disposal of general waste**

All general waste, such as paper and powdered pigments, should be placed into a plastic bag-lined washable bin with a close-fitting lid marked 'general waste'. General waste can be disposed via normal refuse collections. Bins should be regularly emptied and washed.

### **Disposal of liquid waste**

All liquid waste may be disposed of via the sewer, provided the local water authority has given prior permission. Plumbing must meet regulations. All liquid waste must be diluted well during disposal, via the running of four times the amount of cold water through the system at the same time.

### **Dispensing**

To avoid contamination, the operator must ensure any make-up fluid, cream, ointment or similar substance is removed from its original container/tube (including self-dispensing pumps) using a clean disposable applicator.

Leftover creams, ointments and similar substances must not be returned to the original container and must not be used on any other client. Applicators used for dispensing must not be re-dipped into the original container and must be discarded after each client. Single-use applicators are recommended.

### **Pumps, spray bottles and nozzles**

Pump outlets, bottles and nozzles are a potential source of contamination, particularly due to the build-up of contents around the outlet. Nozzles should be cleaned frequently and dried before being replaced. Wash bottles and nozzles in warm water and detergent, rinse them under hot running water, and dry them using a lint-free cloth, before refilling the bottle or replacing the pump/spray nozzle. Pump/spray bottles should never be topped up.

### **Animals**

Animals, other than guide dogs for the hearing or sight/impaired client, should not be permitted in procedure areas. Having animals in premises should be discouraged.

### **Records**

For all premises covered by these guidelines, it is important to keep accurate records of every procedure carried out on each client. All businesses should also record every incident relevant to occupational health regulations. Accurate and detailed records are valuable if there is any infection or possibility of a blood-borne virus transmission.

In the case of blood-borne virus, these records can be cross-checked for or against a reported infection resulting from a specific procedure or incident.

Operators should also ensure that they comply with the relevant legislation regarding the collection and storage, use and disclosure of personal and/or health information.

In case of contamination, operators should design a cleaning schedule that details date premises cleaned, areas cleaned and member of staff who carried out the cleaning. A copy of this should be followed, dated and signed daily.

*Should you have any questions or require any further details please contact Environmental Health Services on 9742 0738 or [mail@wyndham.vic.gov.au](mailto:mail@wyndham.vic.gov.au)*