



Guidelines for the Construction and Operation of **Hairdressing, Beauty and Skin Penetration Premises**

This Guideline has been produced as an initiative of the Councils of the Hunter and Central Coast Regions.

This Guideline provides for the construction and operation of a hair, beauty or skin penetration business in commercial premises, the home or a mobile operation. People working in these industries are at risk of contracting diseases such as Hepatitis B and C in the course of their daily work. Unsafe or unhygienic premises and procedures can affect your health as well as the health of your clients and can assist in the spread of infectious diseases. Whether you are a beauty therapist, a hairdresser, a barber, a piercing practitioner or a tattooist, you need to be aware that your operation is extremely important in restricting the spread of infection.

This code is based on the requirements of the Public Health Act 2010, the Public Health Regulation 2012, the Local Government (General) Regulation 2005 and related Australian Standards.

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Prior to acting on the document, the user should check with their relevant Council to determine whether the assessment is up to date.

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1. Definitions

1.0 Definitions

Acupuncture - Acupuncture is the practice of inserting sterile needles into very specific parts of the body to treat disease or relieve pain.

Applicator - An applicator can be a spatula or similar device, for spreading creams, gels, lotions, wax and the like onto the skin surface.

Autoclave - An autoclave is a device that uses temperature, pressure and moisture to sterilise equipment.

Body piercing - Body piercing involves the puncturing or penetrating of the skin for the purpose of inserting pre-sterilised jewellery or other adornments in the opening.

Body substance - Includes any human bodily secretion or substance other than blood.

Cleaning - The physical removal of dirt, blood and other such substances from surfaces by washing in detergent and warm water to reduce the number of micro-organisms.

Colonic lavage (open) - Colonic lavage using an open system involves the introduction of purified water into the colon for the purpose of cleansing it. Water enters the colon via gravity through a thin tube. Waste water and waste products are then drained naturally and directly into a toilet.

Colonic lavage (closed) or colon hydrotherapy - Colonic lavage using a closed system is the introduction of purified water into the colon for the purpose of cleansing it. Water enters the colon through a tube under pressure. Waste water and waste products are then removed via the same tube under negative pressure directly into a toilet.

Cross contamination - Cross contamination is the transfer of micro-organisms from a dirty item or surface to an item or surface which is clean.

Detergent - Detergent is a substance that enhances the cleansing action of water or other liquid.

Disinfection - Disinfection is the killing of disease

causing micro-organisms except bacterial spores. This can be achieved by either thermal or chemical methods.

Ear piercing - Ear piercing involves the puncturing of the outer perimeter or lobe of the ear using sterilised equipment and the insertion of sterilised jewellery into the opening.

Electrolysis - Electrolysis involves the insertion of a sterilised needle into the individual hair follicle to the root. An electric impulse is passed through the needle to the root area to aid in the removal of hair.

Equipment - Equipment can include any article, instrument, item, or material that is used to penetrate the skin or assist with a skin penetration procedure. This does include hairdressing equipment such as razor blade sharps.

Hepatitis A - Hepatitis A is a form of viral hepatitis that can be transferred from person to person via the 'faecal-oral' route. It is normally contracted because of poor personal hygiene, or can be contracted through contaminated food or water.

Hepatitis B - Hepatitis B is a form of viral hepatitis that can be transferred from person to person by blood or body substances. The disease results in acute and chronic hepatitis, cirrhosis of the liver or cancer of the liver. There is a vaccine available for hepatitis B.



Hepatitis C - Hepatitis C is a form of viral hepatitis that can be transferred from person to person by blood or body substances. The disease results in acute and chronic hepatitis, cirrhosis of the liver or cancer of the liver. There is no vaccine at this time for hepatitis C.

Human Immuno –deficiency Virus (HIV) - HIV is the blood borne virus that causes AIDS. This virus attacks white blood cells that are a vital part of the body's immune system. There is no vaccine for HIV. HIV can be transmitted through infected blood and other body substances.

Infection - An infection is the entry of micro-organisms into the body resulting in disease.

Infection control - Infection control is a process that minimises the risk of spreading infection while performing procedures on clients.

Instrument Grade Disinfectant – A Therapeutic Goods Administration (TGA) registered disinfectant for use on reusable medical devices.

Jewellery - It is recommended that all jewellery to be inserted into a piercing should be made of surgical implant grade stainless steel, solid 14k or 18k white or yellow gold, niobium, titanium, platinum, or a dense low-porosity plastic. It must be sterile, free of nicks, scratches and irregular surfaces.

Micro – organisms - Micro-organisms are tiny forms of life which can be bacterial, viral, or fungal that may be capable of causing infection or disease.

Operator - An operator is a person who carries out any skin penetration procedure.

Sanitation - Sanitation is the development and establishment of environmental conditions that are favourable to the health of the public. Sanitation means hygienic not sterile.

Sanitising - (Where food and beverages are provided to customers this term relates to food contact surfaces such as cups, plates, and cutlery) - Sanitise means to apply heat or chemicals, heat and chemicals, or other processes, to a surface so that the number of micro-organisms on the surface is reduced to a level that:

- (a) does not compromise the safety of food with which it may come into contact; and
- (b) does not permit the transmission of infectious disease. (Food Safety Standards)

Sharps - A sharp can be any object or device that is designed to cut or penetrate the skin, including needles and razors.

Skin antiseptic - A skin antiseptic is a chemical applied to the skin to reduce the number of micro-organisms.

Skin penetration - Skin penetration is a process where skin or any other fleshy part of the body is pierced, cut, punctured, torn, or penetrated which causes bleeding or the surfacing or exposure of any other body substances. Examples: Waxing, piercing, dermabrasion, tattooing.

Standard precaution - A standard precaution is the use of protective barriers to minimise the risk of exposure to potentially infectious blood or other body substances.

Sterilisation - Sterilisation is the killing of all micro-organisms including bacterial spores. Refer to sections 6.4 and 6.5 within this booklet.

Tattooing / cosmetic enhancement - Tattooing or cosmetic enhancement involves the puncturing of the skin with a needle to introduce coloured pigment leaving a permanent/semi permanent mark or design.

Thermostatic Mixing Valve and Tempering Valve - Valves used to mix hot and cold water supply to a preset temperature e.g. at hair washing basins.

Virus - A virus is a microscopic organism that only multiples in living cells and can cause disease.



2. Council Requirements

2.1 Approval

The approval process applies to a Standard Operation, Home Occupation or Mobile Operation.

Standard Operation: Prior to constructing or altering commercial premises for the purpose of conducting hairdressing, beauty therapy or skin penetration, it may be necessary to submit a Development Application to Council. You should check with Council prior to conducting any fit out works on the premises to verify if an application is necessary.

Home Occupation: If you are proposing to operate from home the same requirements will apply as for a standard operation. Again you will need to check with Council prior to conducting any alterations or fit out works within your home to verify if an application is necessary.

Mobile Operation: Consisting of hair dressing, beauty therapy and/or skin penetration will be considered by the Council for approval. Mobile operators are permitted provided the operator can achieve and adequately demonstrate compliance with the minimum hygiene standards that are required for a standard operation. Prior to commencing as a mobile operator it will be necessary for you to discuss your proposal with Council and demonstrate how you propose to achieve these hygiene standards. You should contact Council to request information on how to apply for an approval to operate. Your application for approval is to be completed and returned to Council. Once your application is assessed and is considered to be satisfactory, approval for the mobile operation will be granted. As the business is mobile, the home address of the operator must be provided as this will be recorded as the registered premises. Mobile operators are not permitted to conduct business upon public land or community land, unless specific approval has been granted by Council.

2.2 Notification

If you are setting up a new hairdressing premises or beauty therapy premises or skin penetration premises or purchasing an existing business, you will need to contact your local Council and advise them of your intention to commence trading.

You will be required to register your business with Council. Details such as the business name, address of the premises from which you will be operating, your postal address and the name of the owner/operator are required to be provided.

Penalties may apply if skin penetration operators fail to notify Council of their business details.

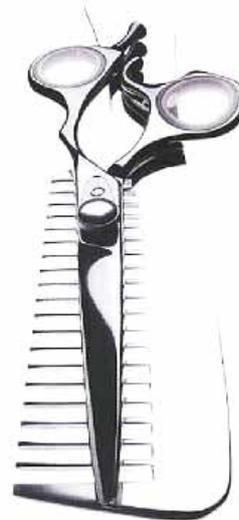
2.3 Fees

Council may charge a fee for inspecting or registering your business. Consult with your Council to verify if a fee applies and the amount of this fee.

2.4 Business Licence Requirements

Prior to undertaking work as a hairdresser or beautician or skin penetration operator, you are recommended to contact the Department of Fair Trading to identify any requirements they may have.

Anyone who performs body art tattooing procedures for a fee or reward, or operates a body art tattooing business in NSW will need to be licensed with the Department of Fair Trading. Contact them through www.fairtrading.nsw.gov.au



3. Construction and Fit Out Requirements

The premises must be structurally adequate for the provision of hairdressing, beauty and skin penetration procedures.

3.1 Floors and Walls

The floors in all operational areas are to be constructed of or covered with a material that is durable, smooth, impervious to moisture and capable of being easily cleaned. Approved coving having a minimum radius of 25mm, is required where the floor intersects with the walls and other fixed vertical surfaces. The method of coving you select should be discussed with Council prior to being installed.

The walls in all operational areas are to be constructed of or covered with a material that is durable, smooth and capable of being easily cleaned. Walls adjacent to the hair wash basin, utility sink, hand wash basin and any other sink/basin are to be constructed of or covered with a material that is durable, smooth, impervious to moisture and capable of being easily cleaned. This material should be provided from floor level to a height of 450mm above the fixture and extend to a distance of 150mm beyond each side of the fixture.

Reason: To minimise the accumulation of dirt and other matter which would pose a risk to public health.



3.2 Hair Wash Basins within Hairdressing Premises

The premises must be provided with washing and drainage facilities that are adequate for the washing of hair.

The temperature of the hot water delivered to the hair wash basin is to be limited to not more than 45°Celsius.

Thermostatic mixing valves are sometimes used at the hair washing basins to mix hot and cold water to a pre-set temperature. Alternatively, a hot water tempering devices may be permitted to be installed at hair washing basins in lieu of the installation of a thermostatic mixing valve. You are required to consult with your Council or the Water Authority on whether such a device is permitted and the requirements for its installation.

Backflow prevention devices are required to be provided to the hair wash basins and these must comply with AS3500.

Reason: To provide safe and hygienic conditions for the washing of hair.



3.3 Hand Wash Basins (All Premises)

A separate hand wash basin is to be provided in addition to the hair wash basins and utility sinks. The location of the hand wash basin should be such that it does not provide an opportunity to re-contaminate clean hands through contact with items such as doors, curtains and the like. It is recommended that the hand wash basin be located within the procedure area and also within each treatment room. A hand wash basin in a toilet room should only be used to wash hands after using the toilet. The size and location of the hand wash basins are to be approved by Council. More than one hand wash basin may be required depending upon the size of the premises.

The hand wash basin is to be provided with potable hot and cold water that is delivered through a single spout. The hot water must be capable of reaching a minimum temperature of 40°C. It is recommended that the taps are lever-type operation to enable hands-free operation. Alternatively, a foot operated pedal or sensor tap may be installed.

Adequate supplies of liquid soap or alcohol based hand cleaner/sanitiser and single use hand towels in a dispenser or an automatic hand dryer are to be provided adjacent to each hand wash basin.

Reason: To provide adequate facilities for the staff to effectively wash their hands and increase infection control.



3.4 Utility Sinks

A utility sink is to be provided for the purpose of cleaning equipment associated with the business. This sink is to be supplied with piped hot and cold water, capable of reaching a minimum temperature of 40°C and shall be large enough to allow equipment, used in the business, to be effectively cleaned under water.

This sink is to be provided in addition to the hand wash basin and hair wash basins.

Reason: To ensure adequate facilities are provided for the effective cleaning of equipment.

3.5 Fittings

The operational areas are to be provided with furniture and fittings that are rigid, smooth, impervious to moisture and capable of being easily cleaned. Construction should be free from open joints, gaps, cracks and crevices and kept in good repair.

Reason: To minimise the accumulation of dirt and other waste material that may pose a risk to public health.

3.6 Storage Facilities

The premises should be provided with facilities that are suitable for the storage of equipment, appliances, utensils and operational supplies. Clean and dry resealable containers are adequate for this purpose.

Reason: To ensure that implements and equipment are maintained in a clean condition.

3.7 Lighting and Ventilation of Premises

All premises and parts of premises are to be provided with adequate light and ventilation in accordance with the requirements of the Building Code of Australia. Specific attention may be required for the ventilation of nail premises due to the chemical fumes and dust that result from these procedures.

3.8 Requirements for the Provision of Food or Beverages

The provision of food and beverages, as part of your business operations, may require the approval of Council. Additionally, all food and beverages that are provided to clients are required to be stored and handled in accordance with the requirements of the Food Safety Standards.

Suitable washing facilities, separate to the other required sinks and basins, are to be provided for the cleaning of the food and beverage utensils. Alternatively, disposable cups and utensils may be used which would eliminate the need for these additional washing facilities.

It is recommended that you consult with Council before providing food or beverages for your clients.

Reason: To ensure that food remains safe and hygienic and reusable eating and drinking utensils are cleaned between uses to prevent the transmission of communicable diseases and infections.

4. Equipment Requirements for Mobile Operations

4.0 Equipment Requirements for Mobile Operations

All equipment and supplies must be stored in resealable containers. Hair treatments, solutions, shampoos and colouring agents must be stored in separate resealable containers.

All storage containers are to be maintained in a clean and sanitary condition at all times. Defective or broken containers are not permitted.

The part of the car and the area of the home used for the storage of these containers and other associated equipment and supplies must be maintained in a clean condition.

All equipment must be adequately cleaned after use on a client and prior to being reused on another client. Alternatively, separate sets of equipment are to be available for each client or should equipment become contaminated. Satisfactory hygiene standards in relation to this issue may be required to be demonstrated to the Council officer at the time of an inspection.



Spare towels, capes and gloves are to be available for use on each client, and must be stored in a clean and sanitary condition at all times, separate from unclean items. These items are to be washed in soap and detergent, hot water, and rinsed and dried, or are to be commercially laundered.

Liquid soap and single use towels are to be available at all times and taken to the clients premises, to enable hands to be washed before and after each procedure.

Hand sanitising gel or spray is to be provided for use by the operator should an adequate hand wash basin not be available at the client's premises.

A sharps disposal container is to be available for the disposal of sharps.

Material safety data sheets are required for all chemicals used in your operation and these are to be kept with the equipment that is taken to the client's home.

Reason: To ensure a safe and hygienic operation and to prevent the spread of communicable disease.

5. Hygiene Requirements

Infections can occur where:

- materials that come into contact with clients are not clean or are not handled and used hygienically;
- correct hygiene practices are not observed by the operator;
- the structural facilities, furnishings and fittings of the premises are not kept clean and in good repair.

The implementation of the requirements within these Guidelines will assist in promoting a satisfactory hygiene standard and facilitate easy cleaning and maintenance, with the ultimate achievement of economic operation, preservation and promotion of public health.

5.1 Cleanliness

The premises must be kept clean and in good repair with all surfaces cleaned thoroughly & regularly. Importantly, surfaces must be cleaned immediately after soiling, spillages or when they are visibly dirty.

Reason: To prevent the spread of communicable disease.



5.2 Operator Hygiene

Where an operator has broken skin or infections on exposed parts of their body these are to be protected or covered with a waterproof dressing or by other suitable means.

Hands must be washed between clients, after eating, smoking and going to the toilet. Hand washing requires the use of liquid soap and single use towels for the drying of hands.

Single use gloves must be worn when performing skin penetration procedures for the protection of both

the client and the operator.

Reason: To prevent the spread of communicable disease.



5.3 Operator Clothing

When undertaking skin penetration procedures, the operator must wear a clean gown or apron.

When undertaking a colonic lavage procedure the operator must wear a clean gown made of impermeable material.

Reason: To prevent the spread of communicable disease.

5.4 Exemption

An operator who performs a skin penetration procedure involving the use of wax for the purpose of hair removal is not required to wear gloves or a gown/apron unless they reasonably believe that they may be exposed to human bodily substances during the procedure.



6. Cleaning, Disinfection and Sterilisation

The following section explains the processes necessary to comply with NSW Health's requirements in relation to cleaning, disinfection and sterilisation.

6.1 Cleaning of Implements and Articles

All equipment, including combs, rollers, scissors and clippers, should be cleaned in between uses and maintained in a clean and dry condition. When using implements such as these, which have not penetrated the skin and have not come into contact with blood or tissue, the following method of cleaning applies:

Step 1: Rinse in warm running water;

Step 2: Wash with warm water and detergent;

Step 3: Rinse with warm to hot water and dry with a clean lint free cloth or in a drying cabinet

If the implements cannot be placed in water then it is essential that they are thoroughly wiped clean with a high level "Instrument Grade Disinfectant" and allowed to dry naturally.

It is important to note that all implements are to be cleaned after being used, regardless of whether they are going to be disinfected or sterilised as well. Equipment that is difficult to clean should only be used once and then thrown away (single use equipment).

6.2 Care of Cleaning Equipment

Brushes, utility gloves and other items used to clean equipment and implements must be maintained in a clean and serviceable condition through regular cleaning, maintenance and replacement. These should be stored in a clean and dry condition.

6.3 Implements and Articles that Require Disinfection

Instruments and equipment that come into contact with broken skin and intact mucous membranes, such as tweezers, clamps and nail files are considered medium risk and require disinfection after cleaning. Thermal disinfection is the recommended method for the disinfection of this equipment. Thermal disinfection uses heat and water at temperatures that destroy a wide spectrum of microorganisms.

The most efficient and cost effective method to

thermally disinfect this equipment is:

Step 1: Clean by following the procedure outlined in section 6.1. It is important that dirt or residue is not left on the equipment as this will prevent thorough disinfection.

Step 2: Process the equipment by either placing in a boiler/hot water bath or in a washer/pasteuriser machine.

For boiling/hot water baths:

- Fill a receptacle with enough water to completely cover the equipment;
- Fully immerse cleaned equipment with no air pockets around them;
- Boil equipment uninterrupted for at least 5 minutes or as per the temperature/time table below;
- Without contaminating, remove the equipment and allow them to cool;
- Following disinfection the equipment must be stored so that it remains clean, dry and dust free.

Surface Temperature Time Relationships for Thermal Disinfection

(Source: AS/NZS 4815:2006 – Table 10.1)

Surface Temperature (oC)	Minimum Disinfections (minutes)
90	1
80	10
75	30
70	100

Chemical disinfectants are not recommended for the disinfection of equipment and should only be used when thermal disinfection is unsuitable.

It is important to note that ultrasonic cleaners and ultra violet cabinets DO NOT disinfect or sterilise equipment.

6.4 Implements and Articles Accidentally Contaminated with Blood

NSW Health recommends as best practice that implements such as scissors and cut throat razors that have accidentally penetrated the skin and come into contact with blood, should be sterilised if they are

to be reused. Disposable razors or razor blades are recommended for shaving. They are single use and should only be used once and then disposed of into an approved sharps container.



6.5 Implements and Articles that Require Sterilisation

It is essential that all equipment used to penetrate the skin is sterile. The Public Health Regulation 2012 requires that all needles used in skin penetration must be single use. If you are using implements and articles which penetrate the skin and these will be reused for skin penetration, such as scalpels, cuticle cutters, derma rollers and micro-dermabrasion (heads), then these are to be cleaned and sterilised prior to being re-used.

Any jewellery supplied by the operator or the client is to be pre-sterilised and is to remain within the sealed sterilising package until required for use.

The Public Health Regulation 2012 requires articles to be sterilised in a bench top autoclave that is:

- Maintained and used in accordance with AS 2182 - 1998 Sterilisers - steam - benchtop;
- The sterilisation carried out in accordance with AS/NZS 4815:2006 - Office based health care facilities - Reprocessing of reusable medical and surgical instruments and equipment and maintenance of the associated environment. These autoclaves use steam and pressure to efficiently kill microorganisms.

Sterilisation depends on the following factors:

- **Temperature** - the correct temperature must be maintained for the specified time.
- **Cleanliness** - the items to be sterilised must be thoroughly cleaned and free from grease,

blood and tissue to enable the sterilising agent to contact all surfaces.

- **Circulation** - the container must be designed so that the sterilising agent can circulate freely around the items being treated. Items should also be placed within the sterilising packaging so that the sterilising agent can also circulate freely around the items.
- **Load** - The steriliser must be calibrated to suit the standard load conditions. Do not over pack sterilising packages. Where possible items should be disassembled or connecting parts separated then placed into the sterilising packages.

The time, temperature and pressure of the bench top steriliser unit (autoclave) must meet the requirements of AS/NZS 4815:2006. The Public Health Regulation 2012 requires that at least one person present at the time of sterilisation is to be adequately trained in the operation of the device.



6.6 Autoclave Sterilisation

Operation of the Autoclave

- Ensure that all people responsible for operating the autoclave are trained in the correct procedures for its use.
- Display instructions on how to clean, package and sterilise equipment to be sterilised.
- Use the autoclave in accordance with the manufacturer's instructions.
- Ensure that a qualified service technician services the autoclave regularly in accordance with AS/NZS 4815:2006. Autoclaves should be tested and calibrated at least once a year. Biological

indicators (bacterial spores) should be used to check the sterilising power of the unit. Service records should always be available at the premises.

Preparation of Equipment

- Before autoclaving any item, make sure that it can be sterilised by this method and that it has been thoroughly cleaned.
- Place the clean items into autoclave bags prior to autoclaving. This will protect them from becoming contaminated after sterilising and enable them to be stored in a sterile condition.
- Packaged items must be dry before removal from the autoclave.
- A chemical indicator is to be included upon the autoclave bag to indicate correct autoclave processing.
- Dispose of autoclave bags after one use only.
- Items and equipment that are within packaging that is damaged or has a broken seal, are wet or have been dropped, are no longer sterile and must be discarded or reprocessed.
- Sterile equipment that is not within packaging must be removed from the autoclave using sterile forceps and used immediately.
- Single use gloves must be worn when directly handling sterile equipment that is not packaged.
- Dirty equipment must never be stored or processed near clean areas or near the autoclave.



Record Keeping of Sterilisation

When sterilising equipment for a skin penetration procedure, documentation of the process must be

recorded. Where an autoclave is used to sterilise equipment on site the following information must be recorded at the completion of each batch processed:

1. Time and date;
2. The length of time held at maximum pressure and temperature;
3. Maximum pressure and temperature achieved.

Keep any record or printout from the bench top steriliser (all new bench top sterilisers should have print out facilities)



Want to Know More About Sterilisation?

Complete information on the processing of equipment is available in the Australian Standard AS/NZS 4815: 2006: Office-based Health Care Facilities- cleaning, disinfection and sterilisation of reusable medical and surgical instruments and equipment and maintenance of the associated environment.



7. Operational Procedures

Operational procedures for skin penetration procedures such as tattooing, body piercing, nail and beauty treatments must be undertaken in accordance with the Public Health Act 2010 and Public Health Regulation 2012. Fact sheets on the various requirements and procedures are available at the NSW Health web site at <http://www.health.nsw.gov.au/environment/skinpenetration>

Material safety data sheets are required for all chemicals used in your operation and these are to be kept within the premises where the business is conducted. For a mobile operation these should be kept with the equipment you take to perform your business.

8. Waste Disposal

8.1 General Waste

The premises must be equipped with an appropriate waste disposal bin for the disposal of waste.

All general waste, such as paper towels should be bagged and put in suitable waste disposal bins as soon as possible after attending each client.

8.2 Clinical Waste

Any implement or article which has or may have come into contact with blood or any other bodily fluid is deemed to be "clinical waste" and as such should be disposed of in a safe manner that does not create a risk to public health.

All clinical waste that is derived from businesses that are covered by this code should be double bagged and placed in a clinical waste bin that is serviced by a licensed clinical waste collection contractor.

8.3 Sharps Disposal

Disposable sharp equipment such as needles, lancets or blades must be discarded safely to prevent injury and possible transmission of disease to the waste handlers.

Single use sharps (including all needles) must be disposed into an approved sharps container immediately after completion of the procedure.

Sharps waste is classified as 'clinical and related waste' under the Protection of the Environment Operations Act 1997. It is the responsibility of the operator to ensure that the waste is disposed of in the correct manner. It is illegal to dispose of sharps into general waste.



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