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1 ABOUT THIS GUIDE

This guide is for businesses involved in the design, construction and fit-out of fixed and mobile beauty and skin penetration premises. It provides guidance to operators, architects, designers, builders, equipment manufacturers and other professionals associated with the design and construction of beauty and skin penetration premises.

It is based on the Public Health Act 2010 and Public Health Regulation 2012. It aims to provide users with minimum and best practice requirements.

The correct fit-out will assist you in providing beauty and skin penetration premises that are easy to clean and maintain and facilitate safe practices.

This guide applies to all businesses used or intended to be used as a beauty and/or skin penetration premises including existing premises, new premises, residential premises used for commercial purposes and mobile vehicles. Examples of these include tattooists, beauticians, hairdressers and unregistered acupuncture and dry needling practitioners, and colonic lavage practitioners.

This guide does not provide criteria for the design, construction and fit-out of temporary beauty and skin penetration premises.

This guide aims to ensure that beauty and skin penetration premises:

- are easy to clean and maintain
- have sufficient space, facilities and suitable equipment
- are provided with services such as potable water, effective sewage disposal, and sufficient light and ventilation
- provide facilities for staff to maintain standards of personal hygiene and equipment cleanliness
- are proofed against entry and harbourage of pests

Beauty and skin penetration businesses are required under State legislation to use premises and equipment that comply with the Public Health Act 2010 and Public Health Regulation 2012. This guide provides criteria on design and construction to assist with compliance with the Public Health Act 2010 and Public Health Regulation 2012 for new buildings and alterations to existing buildings.

Knowledge and understanding of the Public Health Act 2010, Public Health Regulation 2012 is necessary to adequately design, construct and operate a beauty and skin penetration premises.

2 HOW TO USE THIS GUIDE

This guide will provide you with information for designing or constructing beauty and skin penetration premises. This guide has been written based on and should be read in conjunction with the:

- Public Health Act 2010
- Public Health Regulation 2012
- Local Government Act 1993
- Local Government (General) Regulation 2005
- Building Code of Australia
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- NSW Health Department Hygiene Standards

This guide will be useful if you are designing a tattoo parlour, beauty salon, hairdressing salon, acupuncture and dry needling premises, or colonic lavage premises.

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3 PLANNING AND APPROVALS

When designing, building or fitting out new beauty and/or skin penetration premises or making changes to an existing one, your first step will be developing plans or obtaining existing plans. The plans allow Council to assess the proposed beauty and skin penetration premises before building commences. This saves architects, developers and businesses time and money. Before building or renovation starts, copies of all plans - drawn to scale - must be lodged with Council.

General information required

You will need to provide the following information when you submit your plans:

- Name, address and contact details of the applicant
- Drawing scale and date when plans were drafted
- Name of business operator
- Address of the premises and real property description (i.e. lot and registered plan number)
- Proposed name of premises and intended nature of the business
- A document providing a brief overview of the types of activities and processes to be carried out on the premises.

Types of plans required

You must submit copies of the following types of plans for your premises. Your architect, draftsman, builder or shopfitter may be able to assist you in providing these.

- Site plan - to a suitable scale (eg 1:100) - including car parking, refuse storage area, adjacent land uses and toilet facilities
- Floor plan - to a suitable scale (eg 1:50)
- Sectional elevation drawings - to a suitable scale (eg 1:50) showing all fittings and equipment

For further information on details required contact Council.

Details required on plans

You need to ensure the following details are included on the plans and documentation for your premises:

- Details of hand wash basins – including locations
- Details of floor washing procedures (i.e. cleaners sink – including location)
- Details of equipment sink – including location
- Details of other fixtures and fittings (i.e. treatment tables, benches and foot spas) – including location and finishes
- Details of storage facilities – including storage of chemicals and staff belongings
- Details of ventilation within the premises
- Details of sterilisation – including either specifications and location of the approved steriliser (autoclave) or statement advising the use of single use pre-sterilised items only
- Details of waste storage including sharps
- Location of toilet for colonic lavage premises

Other relevant approvals

When building your new premises or making changes to an existing beauty and skin penetration premises, it is essential that certain approvals are obtained before others. By obtaining all the required approvals before starting the construction, you will reduce the possibility of expensive mistakes and avoid potential breaches of the relevant legislation.

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The following approvals (where applicable) must be obtained before starting construction of your beauty or skin penetration premises:

- Development Assessment – check that under the Council's LEP if you can operate a beauty or skin penetration business on the site you are considering
- Development Approval – Development approval may be required from Council or private certifier
- Plumbing – plumbing approval may be needed from Sydney Water
- Advertising signs – obtain approvals from Council

It is recommended that Council's Duty Planner be contacted on 4227 7111 concerning the lodgement and assessment process.

4 CONSTRUCTION REQUIREMENTS

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

4.1 FLOORS

Floor surfaces in all operational areas shall be constructed of materials that are smooth, even, non-slip, impervious to moisture and free from gaps to enable easy cleaning.

4.2 WALLS AND CEILINGS

The internal walls and ceilings of the premises must be constructed with smooth, even and impervious surfaces that are free from gaps, cracks and crevices to enable easy cleaning.

The wall behind any wash basin shall be provided with a splashback (or similar) from the floor to a height of 450mm above the top of the wash basin and from the centre of the hand wash basin to a distance of 150mm beyond each side of the wash basin, must be constructed of, or covered with material that is durable, smooth, impervious to moisture and capable of being easily cleaned (eg tiles).

4.3 FIXTURES, FITTINGS AND EQUIPMENT

All surfaces of fixtures and fittings must be finished in a smooth, impervious material that is capable of being easily cleaned.

All service pipes shall be contained in the floor, wall and ceiling or boxed and sealed for ease of cleaning.

4.4 LIGHTING

Areas used for skin penetration procedures, work space and preparation areas shall be illuminated to a level that complies with Australian Standard/New Zealand Standard *AS/NZS 1680.1:2006, 'Interior and workplace lighting – General principles and recommendations'*.

4.5 VENTILATION

To ensure that adequate provision is made for ventilation of the premises, mechanical and/or natural ventilation systems shall be designed, constructed and installed in accordance with the provisions of:

- a Environmental Planning and Assessment Act 1979
- b *Building Code of Australia*
- c Australian Standard/New Zealand Standard *AS/NZS 1668 Set*
- d *Protection of the Environment Operations Act 1997*
- e *Occupational Health and Safety Act 2000*

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Ventilation components installed may include one or all of the following:

- i Provide nail service tables with an exhaust vent embedded in it; and/or
- ii Provide a ceiling or wall-mounted exhaust

4.6 HAND WASH BASIN

A hand washbasin should be provided in an accessible and convenient location within each treatment room/area used for skin penetration procedures. For businesses that do not carry out skin penetration procedures (eg hairdressers) a hand wash basin shall be provided in a suitable location within the premises.

Any hand washbasin must be freestanding, and serviced with an adequate supply of potable water through a single spout at a temperature of at least 40°C mixed from a hot and cold water supply.

A continuous supply of liquid soap and single use hand towels must be provided in appropriate dispensers adjacent to all hand washbasins.

Hand basins are in addition to, and separate from, a kitchenette sink, cleaners sink and equipment sink.

4.7 CLEANERS SINK

Premises where floors are wet washed shall have a suitable cleaners sink for the filling and disposal of floor washing waters. This is in addition to an equipment sink, hand wash basin and kitchenette sink.

4.8 EQUIPMENT SINK

The premises must have a sink, for the cleaning of equipment, which has an adequate supply of potable water through a single spout at a temperature of at least 40°C mixed from a hot and cold water supply. The sink must be large enough to enable equipment to be scrubbed under water. This is in addition to a hand wash basin, cleaners sink and kitchenette sink.

4.9 STORAGE FACILITIES

Adequate storage shall be provided within the premises for the storage of employees' clothing and personal effects, cleaned items (including equipment and linen) and soiled items. These items shall be stored separately to prevent contamination.

Storage for Staff

Adequate lockers must be provided for the storage of employees' clothing and personal effects.

Storage for Cleaned Items

Cleaned equipment, appliances, utensils and linen are to be stored in a clean, dust free environment, away from soiled equipment, appliances, utensils and linen to prevent contamination.

Chemical Storage

The chemicals must be stored:

- a In accordance with the MSDS
- b In a cool, dry and well ventilation cabinet
- c At or near ground level to minimise the possibility of chemicals being accidentally dropped or spilled
- d Out of reach of visitors; and in their original containers

4.10 DESIGNATED CLEANING AND STERILISATION AREA/ROOM

If reusable skin penetration implements are used, a designated cleaning and sterilisation work area shall be provided within the premises.

This cleaning and sterilisation area/room must be separate from a skin penetration/beauty treatment room and constructed so as to prevent the possibilities of contamination by allowing a flow from dirty to clean.

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The cleaning and sterilisation area/room shall be constructed with the following:

- a A hand washbasin in an accessible and convenient location within the area
- b An equipment cleaning sink
- c A drying area for cleaned implements where the surface is constructed of a smooth and impervious material that is sealed and free from gaps, cracks and crevices to enable easy cleaning
- d A Therapeutic Goods Association (TGA) approved bench top steam steriliser (autoclave)

5 OPERATIONAL REQUIREMENTS

5.1 CLEANLINESS

Any premises where skin penetration procedures are carried out must be clean and hygienic. This should include but not be limited to:

- a All surfaces cleaned thoroughly and regularly
- b Treatment areas such as benches should be cleaned between each client and/or a clean covering placed over the treatment surface
- c All waste should be bagged appropriately and disposed of daily
- d Clean garments worn by operators at all times

5.2 CLEANLINESS OF EQUIPMENT

For implements and equipment that do not penetrate the skin the following steps are required to adequately clean:

- Step 1: Rinse in cold water
- Step 2: Wash with warm water and soap or detergent
- Step 3: Rinse with warm water and allow to air dry or use a lint free cloth

All implements are to be cleaned after use, regardless of whether they are going to be disinfected or sterilised as well.

5.3 STERILISATION

All reusable articles used to penetrate a person's skin for skin penetration procedures must be sterilised, whether at the premises or off-site. Procedures that involve skin penetration include:

- hair removal (not laser hair removal)
- blackhead removal using a needle
- micro-dermabrasion
- cuticle cutting
- razor scrapping
- dermal rollers
- body and ear piercing
- acupuncture
- tattooing
- colonic lavage

Pre-sterilised, single use disposable items are recommended for use on all occasions. However, if you are using articles which penetrate the skin and are going to be reused the following two options are available:

1 Articles can be sterilised at the premises:

- a A bench top autoclave, maintained in accordance with AS 2182–1998 Sterilizers—Steam—Benchtop, must be used, and
- b There must be at least one person present at the time the autoclave is used who is adequately trained in the operation of the autoclave, and

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- c The sterilisation must be 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, and
- d A copy of the manual for the autoclave shall be kept on the premises at all times.

2 Off-site sterilisation can be used and adequate records kept. Refer to Section below ‘Records of Sterilisation’ for further detail

Autoclave servicing

The autoclave must be tested, serviced regularly and calibrated at least once a year by a qualified service technician. Details and documents of the services must be provided and available at all times at the premises.

Records of Sterilisation

If reusable articles are sterilised at the premises, the occupier of the premises must make, and keep for at least 12 months, a record of:

- a the time and date when each article was sterilised, and
- b the length of time that the article was autoclaved and the temperature and pressure levels of the autoclave.

If reusable articles are sterilised off-site, the occupier of the premises must make, and keep for at least 12 months, a record of:

- a The date on which each article was sent off-site for sterilisation, and
- b The name and address of the person who sterilised the article.



Steps to Sterilisation

The following section provides details of cleaning and sterilising of reusable skin penetration equipment in compliance with the required legislation and Australian Standards:

- 1 Rinse Instruments** – Rinse off any visible blood or body fluids with cold to warm running water.
- 2 Clean Instruments** – Open instrument and scrub thoroughly with a brush in an equipment sink with warm water and soap or detergent recommended by the manufacturer and then rinse with warm running water. Some instruments require additional cleaning using an ultrasonic cleaner or oxidising biocide.
- 3 Dry and Package Instruments** – Instruments **MUST** be thoroughly dried using in a lint free cloth or drying cabinet. Once dry place instruments into a sterilising package/pouch in an open position.

Seal the package properly and label the package (including the date)

- 4 Sterilise in an approved bench-top steriliser** - Load the Therapeutic Goods Association (TGA) bench top steriliser. **DO NOT** overload or overlap packages. Keep records of each batch.

The following **DO NOT** sterilise: UV cabinets, Boiling, Ultrasonic cleaners, Soaking, Pressure cookers, Disinfectants, Pasteurisation, Microwave ovens

- 5 Storage** - Store in a clean dry area away from sunlight. **DO NOT** open sterilising package/pouch until immediately prior to the carrying out of a skin penetration procedure.



For further information regarding the processing of reusable skin penetration equipment refer to the Australian Standards AS 4815:2001: Office-based Health Care Facilities – cleaning, disinfection and sterilisation of reusable medical and surgical instruments and equipment and maintenance of the associated environment.

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5.4 SHARPS

A yellow sharps container is to be provided in each treatment area for the disposal of clinical and sharps waste including lancets, syringes, needles and disposable ear piercing equipment immediately after use.

Containers used for the disposal of sharps must comply with the requirements of Australian Standard 4261:1994 '*Reusable container for the collection of sharp items used in human and animal medical applications*' or if they are not reusable Australian Standard 4031:1992 '*Non-reusable containers for the collection of sharp medical items used in health care areas*'.

Clinical and sharps waste must be collected and disposed of by a waste transporter licensed by the NSW Office of Environment and Heritage.

Receipts/invoices for sharps waste collection must be kept on site and presented to Council when required.

Disposal of clinical and sharps waste in the general waste stream is illegal.

5.5 WASTE DISPOSAL BINS

A sufficient number of waste disposal bins made of impervious material and provided with lids must be available for the storage of soiled linen, and general waste.

5.6 PROTECTIVE EQUIPMENT

A person who carries out a skin penetration procedure must:

- a Wear gloves that have never been used before, and
- b Appropriately dispose of the gloves immediately after completing the procedure, and,
- c Wear a clean gown or apron during the procedure (N/A for waxing procedures).

6 PREMISES SPECIFIC REQUIREMENTS

6.1 COLONIC LAVAGE

A hand washbasin must be installed in all colonic lavage treatment rooms. The basin must be serviced with hot and cold water through a single outlet and provided with liquid soap, and single use disposable paper towels.

Open Colonic Lavage - Shall have a toilet located within the immediate vicinity of the room in which the procedure is being carried out.

Closed Colonic Lavage - Shall have a toilet located in close proximity to the room in which the procedure is being carried out and have the output line connected from the system to the sewer in accordance with Sydney Water requirements.

A backflow prevention containment device shall be installed in accordance with the local water authority requirements. A backflow prevention containment device is a device that is installed to prevent the reverse flow of water from a potentially polluted source into the drinking water supply system.

A person who carries out colonic lavage must wear a clean gown made of impermeable material during the procedure.

6.2 TATTOOIST

A person who carries out a skin penetration procedure that involves the use of ink, pigment or other liquid must decant the liquid into a single use container, and use a single use applicator, for each person undergoing the procedure.

6.3 USE OF WAX FOR HAIR REMOVAL

A person who carries out a skin penetration procedure using wax for the purposes of hair removal must dispose of that wax, and any instrument used to apply the wax (such as a spatula), immediately after completing the procedure (no double dipping).

A single-use applicator must be used for each person undergoing the procedure.

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6.4 MOBILE OPERATORS

Anyone who carries out beauty, hairdressing or skin penetration procedures away from a registered premises (ie from a mobile vehicle) must also comply with the *Public Health Regulation 2012*. The following must also be complied with before commencing operation:

- a A mobile operator who carries out skin penetration procedures must obtain consent from the Council where the business is based (i.e. residential home address of the operator). **Skin penetration procedures are not permitted to be conducted unless prior approval for a home business - skin penetration – has been obtained. This may include submitting a Development Application to Council for approval.**
- b The mobile operator must have facilities to adequately store all equipment whilst in transit. The vehicle must allow for clean/sterile and soiled equipment to be stored separately, provide clean/sterile equipment for all clients between base return, and containers to store waste.
- c Mobile operators must have direct access to hand washing facilities with liquid soap, paper towels and hot and cold running water through a single outlet.
- d As operators may operate in other Council areas, each Council must be notified if an operator intends to work in the local Council area.
- e Beauty, hairdressing or skin penetration procedures must not be carried out at temporary events unless all requirements set out in the *Public Health Regulation 2012* can be complied with and an approval from NSW Health or the local Council is obtained prior to the event.

7 REGISTRATION OF PREMISES

Applicants are required to submit the **Skin Penetration Business Notification** form, here:

<http://www.wollongong.nsw.gov.au/factsheets/Skin%20Penetration%20Business%20Notification.pdf>

8 APPENDIX 1 - 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.

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.

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Electrolysis - Electrolysis involves the insertion of a sterilised needle into the individual hair follicles 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.

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.

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

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

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.

Sterilisation - Sterilisation is the killing of all micro-organisms including bacterial spores.

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.

**For further information contact
Council's Regulation and Enforcement Division – Health Section
Phone 4227 7111**