



Health Premises Information Pack



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1. Introduction

The following information has been developed to assist you with the application process, in particular the structural and registration requirements, associated with establishing a hairdressing, beauty parlour, skin penetration and/or colonic irrigation business in Warrnambool City Council.

Before opening for business a person conducting a personal care and body art business – including hairdressing, beauty parlour works, tattooing, ear piercing or any other process involving the penetration of the skin must register such premises with local government under the Public Health and Wellbeing Act 2008.

Further information can be obtained from 2019 Department of Health and Human Services publication – Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries (DHHS Infection prevention and control guidelines). These guidelines reflect current legislative requirements and benchmark industry standards, and provide information on general infection control and prevention to assist these practices.

A copy of the guidelines may be downloaded from the internet free of charge:

<https://www2.health.vic.gov.au/public-health/infectious-diseases/personal-care-body-art-industries>

2. Legislation

The Public Health and Wellbeing Regulations set out the requirements that proprietors of premises registered under the Public Health and Wellbeing Act 2008 must observe:

- The premises must be kept clean;
- Any article used for penetration of the skin must be sterile at the time of use;
- Any article that has penetrated the skin or is contaminated with blood or bodily fluids/substances must be either disposed of immediately after use or cleaned and sterilised before being used on another person;
- Any other used article must be cleaned before being used on another person;
- Operators must keep themselves and their clothing clean, and have no exposed cuts, abrasions or wounds; and
- Proprietors must provide written health information to each client about the potential health risks associated with skin penetration procedures.

3. What Constitutes a Registered Premises?

The following premises are all required to be registered

with Warrnambool City Council under the Public Health and Wellbeing Act 2008:

- **Beauty Therapy** means a procedure, not including any surgical or medical procedure, intended to maintain, alter or enhance a person's appearance, including by –
 - a) facial or body treatment;
 - b) application of cosmetics;
 - c) manicure or pedicure;
 - d) application or mending of artificial nails;
 - e) epilation, including by electrolysis or hot or cold wax –
 - f) but does not include hairdressing, tattooing or skin penetration.
- **Colonic Irrigation** means –
 - a) a process involving the use of a fluid to cleanse the colon of a person; or
 - b) a process involving the insertion of a tube into the colon of a person for the purpose of cleansing the colon.
- **Hairdressing** means any procedure, not being a surgical or medical procedure, intended to maintain, alter or enhance a person's appearance in relation to their facial or scalp hair including by cutting, trimming, styling, colouring, treating or shaving the hair.
- **Skin Penetration** means any procedure performed on a living human being, not being surgical or medical procedure, involving piercing, cutting, scarring, branding, scraping, puncturing or tearing of their skin or mucous membrane using an instrument but does not include tattooing.
- **Tattooing** means any process penetrating a person's skin for the purpose of inserting colour pigments –
 - a) to make a permanent mark, pattern or design on the skin; or
 - b) to make a semi-permanent mark, pattern or design on the skin including the process of applying semi-permanent make-up or cosmetic tattooing.

4. Before Applying for Registration

If you are considering purchasing and/or constructing a hairdressing, beauty parlour, skin penetration and/or colonic irrigation premises it is important that you read this information pack and DHHS Infection prevention and control guidelines at the beginning of your process.

Proprietors can also liaise with Council's Environmental Health Officers to develop a strategy / works program to implement improvements / works. To ensure that your application can be processed quickly please see the checklist in Appendix 1.

Before any building / structural works commence, you should consult with Council's planning, building and health departments to obtain the relevant approvals.

5. Registration

In the Warrnambool City Council all colonic irrigation, beauty parlour and/or skin penetration establishments are registered annually from January 1st to December 31st.

As part of the registration requirements a member of the Environmental Health Unit regularly inspects all registered premises to ensure they meet relevant legislative requirements (see Section 2). Current legislation does not require the registration of massage businesses.

To register with Warrnambool City Council prior to opening for business you must lodge the following:

1. Application to Register a Health Premises form;
2. Information regarding operational processes for cleaning and sanitising equipment, fittings and fixtures. You may add these details to the above form; and
3. Floor plans of the interior layout of the premises.

NOTE: Council requires all three of the above items for your registration to be approved.

If you are transferring the registration of an already established business, you must apply to transfer the registration to the new proprietor before that proprietor takes over its operation. This is the responsibility of both parties.

6. Standards and Requirements for Registered Premises

The Public Health and Wellbeing Regulations outline that premises registered under the Public Health and Wellbeing Act 2008 observe the following requirements.

Walls

The internal walls of the premises must be designed to provide a smooth, even and impervious surface that is capable of being readily cleaned.

Floor

The floor construction must be finished in a smooth, non-slip, impervious material that is capable of being readily cleaned. Suitable flooring includes linoleum, tiles, sealed timber floor, polished cement etc.

Ceiling

The ceiling of a skin penetration treatment room must be constructed with firm, impervious, smooth faced material which is free from open joints, cracks and crevices. It must be painted in a light coloured washable paint.

Gaps/Joints

All gaps, open joint, cracks and crevices within the walls, floors and ceiling which may allow dust, hair, lint and other refuse to collect must be sealed to enable effective cleaning.

Procedure Rooms

If you intend to provide specific procedure rooms (for example, a separate room for waxing) they are not to be less than 2.5 metres square.

Hand wash basins

A hand wash basin with hot and cold running water supplied through a single outlet situated within each treatment or work area/cubicle is required. An appropriate splashback must be provided behind plumbing fixtures.

If a procedure room involves skin penetration then you are required to install a hands free hand wash basin in that room. The hand wash basin must have hot and cold running water supplied through a single outlet.

The hand wash basins must be supplied with liquid soap & disposable paper towel.

In establishments where the sole function is hairdressing a hair basin with hot and cold running water supplied through a single outlet can also be used for washing hands; however, it is preferable to have a separate hand wash facilities.

Equipment and Furniture

All equipment located on the premises is required to be durable, safe and suitable for cleaning and maintenance, and constructed of sealed nonporous material/s.

Cleanliness of Premises and Equipment

All health premises must adhere to the specific instruction in the Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries which can be found on the Department of Health Victoria website.

The premises must be kept in a clean and hygienic state.

Any article used for penetration of the skin must be sterile at the time of use.

Any article that has penetrated the skin or is contaminated with blood or bodily fluids/substances must be either disposed of



immediately after use or cleaned and sterilised before being used on another person.

Any other used article must be cleaned before being used on another person.

Cleaning Area and Equipment Sinks

The cleaning area should be designed to ensure movement of instruments and equipment in a one-way direction from dirty to clean to sterile.

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 instrument and equipment washing. It is not acceptable to cleanse equipment in hair basins. A separate sink of at least 12-litre capacity should be provided for this service.

Linen

A separate storage area dedicated for storage of linen is required to reduce risk of contamination.

Paper towel, paper strips or clean linen must be changed between each client. Soiled linen and protective clothing should be placed in a washable, leak-proof receptacle, and laundered using hot water (70-80°C) and detergent.

Lighting and Ventilation

There must be adequate lighting and ventilation for the premises. All electrical equipment must meet prescribed electrical standards.

Disposal of waste

All clinical waste (commonly referred to as infectious waste) is to be disposed of according to EPA requirements.

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

Handling and disposal of sharps

Sharps used for skin penetration must be handled carefully during procedures to avoid needle stick injuries and the possible transmission of blood-borne diseases.

Sharps containers are to be placed a minimum one meter above floor level. When the container is full, seal and dispose of according to EPA requirements.

Dispensing

Make-up, fluid, ointment, cream or any other similar substance must be removed from its original container/tube by using a clean disposable applicator. Any left-over product must not be returned to its original packaging and cannot be used on any other client.

Nozzles should be frequently cleaned and dried before being replaced. To clean nozzles, bottles and pump outlets, wash them in warm water and detergent, rinse them under hot running water and then dry them using a lint-free cloth. Once completed, the bottle can be refilled and/or the nozzles or pumps can be replaced. Never top up pump or spray bottles.

Animals

Animals, other than guide dogs for the hearing or sight-impaired client, are not permitted on the premises.

Records

It is important for all registered premises to keep accurate records of every procedure carried out on each client. All businesses should also record every incident relevant to occupational health regulations.

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

For body art / colonic irrigation industry requirements please see the industry-specific requirements.

Personal Hygiene

Operators must keep themselves and their clothing clean, and have no exposed, cuts, abrasions or wounds.

Staff Room

A separate area for staff breaks should be provided. If you are to provide a staff meals area, a separate hand wash basin supplied with warm running water is required.

7. Procedure-specific requirements

All health premises procedure-specific requirements are located in 'Part C: Procedure-specific requirements' of the Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries provided by the Department of Health Victoria.

These include:

Beauty therapy

For procedures on methods of removing hair; manicure, pedicure and nail treatments; facials; cosmetic tattooing; electrodes for muscle stimulation; and other beauty procedures.

Body art - tattooing and piercing

For procedures on client records; preparation of work area and equipment; bleeding; dispensing; tattooing; and body piercing procedures.

Hairdressing

For procedures on general hairdressing cleansing and sanitising procedures.

Colonic Irrigation

For procedure information, including that the procedure room should:

- Be as hygienic as possible to protect the operator and client from disease transmission;
- Have smooth, impervious and washable floors;
- Have adequate ventilation, heating and cooling to ensure patient comfort (although moveable floor heating / cooling units should not be used because they constitute a safety hazard due to the presence of fluids);
- Be fitted with a hands-free hand wash basin with hot and cold running water supplied through a single outlet, liquid soap and paper towels;
- Have a toilet for the exclusive use of the client, located in the procedure room or as an en suite;
- Have an en-suite shower;
- Have paper towel on client couch;
- Have paper towel for each client to clean themselves after the irrigation procedure; and
- Have two waste receptacles: one for clinical and related waste (for any item contaminated with blood) and the other for single use items.

8. Home Hair and/or Beauty Salons

Hair and Beauty Salons can be located at your place of residence; however, the premises must be registered with Council and must meet the same requirements as any other hair and/or beauty establishment/service.

Ensure that you contact Council's Planning Departments for any permits that may be required such as Change of Use or signing requirements.

9. Mobile Hairdressers and/or Beauty Treatments

Low risk procedures such as hairdressing, hairstyling, manicures / pedicures and make-up procedures can be conducted in the client's home or other settings (for example, a hotel, hostel, day care centre or nursing home) if the principle place of business, is registered with Council.

Mobile operators must be able to demonstrate compliance with the DHHS Infection prevention and control guidelines, thus maintaining the cleanliness of equipment and personal hygiene standards. For example, the use of impervious and easily cleanable containers with lids for transporting equipment. Operators must ensure that all procedures undertaken are in accordance with the relevant sections in the DHHS Infection prevention and control guidelines.

Mobile personal care and body art businesses that conduct skin penetration procedures or waxing are not permitted.

10. Further Information

For further information, kindly contact a member of the Environmental Health Unit.

**Warrnambool City Council's Environmental Health Unit
5559 4800
PO BOX 198 Warrnambool, VIC 3280
Website: www.warrnambool.vic.gov.au**



Appendix 1 – Registration Checklist

Registration Checklist

To ensure your application can be processed quickly please check that you have addressed the following requirements.

- ☐ If you are constructing the premises ensure you obtain approval from the relevant authority prior to commencing work on the premises e.g. Planning and Building Departments.
- ☐ Obtain Application to register a health premises from Council or from Council's website.
- ☐ Develop site or floor plan of premises. This may be neatly hand drawn.
- ☐ Develop operational procedures for cleaning and sanitising.
- ☐ If necessary, contact the appropriate industry association for advice.

Finally...

- ☐ Submit application form, together with the floor plan and operational procedures for cleaning and sanitising.
 - ☐ Once you have been invoiced for respective fees for your pre-registration inspection and business registration, submit payment to Finance.
 - ☐ Arrange for on-site pre-registration inspection of premises with a Council Environmental Health Officer.
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If you are not sure of any of these requirements kindly contact a member of the Environmental Health Unit.

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