

## Starting a personal care & body art business

Before operating a personal care or body art business such as hairdressing, beauty, tattooing and body piercing, the proprietor / operator has to consider a number of compliance issues and must register their business under the *Public Health and Wellbeing Act 2008 (Vic)* with Council's Environmental Health Department.

Council offers a Plans Assessment Service and provide advice prior to construction commencing. This will ensure the premises complies with the requirements of the 'Health Guidelines for Personal Care and Body Art Industries'. This service is useful in helping proprietors avoid making costly alterations once construction has started or been completed.

### Step 1 – Plans submission

You should submit two copies of the plans drawn to a scale of not less than 1:100 showing:

- General requirements: A floor plan, the layout of all the equipment, fittings and fixtures, where they will be located. Include specifications to be used on floors, walls and ceilings.
- Specific requirements: Indicate the nature of the work practices to be carried out in the premises. This includes practices carried out in each room.

You will need to fill out the Plans Approval Application form and submit it together with your plans and prescribed fee.

### Step 2 – Plans assessment

Council's Environmental Health Department will assess your plans within 20 working days. Once you receive a copy of your endorsed plans together with the approval letter, you may begin work on the premises.

### Step 3 – Inspection/s

You may organise a progress inspection with an Environmental Health Officer to make sure that work is being carried out as per the approved plans.

At the completion of works, you will need to contact Council's Environmental Health Department to arrange for a final inspection.

During the final inspection an Environmental Health Officer will check that all the applicable *Public Health and Wellbeing Act 2008 (Vic)* requirements have been met. If all the requirements have not been met the premises may not be able to open.

### Step 4 - Registration

If all requirements have been met an application for Public Health and Wellbeing Act Registration is given to you. This must be completed and submitted to Council with the prescribed fee before the premises may operate.

Once the registration has been processed the premises will receive a Public Health and Wellbeing Act Certificate of Registration and the business is then able to operate.

If the premises operates prior to receiving the Certificate of Registration it will be operating unregistered, which is an offence under the *Public Health and Wellbeing Act 2008 (Vic)*.

## **Personal care & body art premises specifications**

The following structural requirements are based on the 'Health Guidelines for Personal Care and Body Art Industries'. These guidelines are to be adhered to when designing a premises and undertaking any construction on a proposed or existing business.

### **Floors**

- Constructed of a smooth, durable and impervious material (e.g. ceramic tiles, linoleum, polished floorboards etc).
- Capable of being effectively cleaned.

### **Walls**

- Constructed of a smooth, durable and impervious material. (e.g. painted plasterboard).
- Capable of being effectively cleaned.
- An appropriate splash back should be provided in all wet areas, e.g. ceramic tiles, stainless steel etc.

### **Ceilings**

- Constructed of a smooth, durable and impervious material.
- Capable of being effectively cleaned.

### **Furniture & equipment**

- Shelves, benches and tables etc to be constructed of a smooth, durable and impervious material capable of being effectively cleaned.

### **Lighting**

- Adequate lighting should be provided throughout the premises.

### **Ventilation**

- Adequate ventilation should be provided to ensure that any odours/fumes are sufficiently controlled.

### **Handwashing facilities**

All premises must provide a hand wash basin(s) located in the immediate procedure area(s). Each hand wash basin to be provided with:

- liquid soap.
- paper towelling – disposable with dispenser.
- an adequate supply of warm running water through a common outlet.

Where skin penetration e.g. electrolysis, tattooing, body piercing etc. procedures are carried out, the hand wash basin is required to be of a hands free operation (e.g. foot operated, electronic or knee operated).

### **Equipment sinks**

A double bowl equipment sink, separate to the wash hand basin / hairwash basin provided with hot and cold running water supplied through a single outlet (hot water not less than 70°C).

The double bowl sink is to be located in the cleaning area for instrument and equipment washing.

Suitable disinfectants: Items that cannot be immersed in water, such as scissors, tweezers etc. must be disinfected using a chemical solution as per manufacturers instructions.

Suitable disinfectants include:

- 70% w/w ethyl alcohol
- 80% v/v ethyl alcohol
- 60% v/v isopropyl alcohol.

### **Storage facilities**

- All clean linen, towels and clothing must be stored in a clean environment to reduce contamination.
- Soiled linen, towels and protective clothing be placed in a washable, leak-proof receptacle.
- Clean implements and instruments must be stored in a clean dry environment, e.g. separate container, drawer.
- Dirty implements and instruments should be placed in a separate receptacle.
- A separate cupboard/area to be provided for the storage of personal effects (such as bags, keys, mobiles).

### **Waste**

#### **Sharps**

- If Sharps are used, a suitable sharps container that complies with AS4031:1992 must be available on site. Sharps containers should be placed a minimum of 1 meter above floor level, out of the reach of children.

#### **Infectious**

- Clinical and related waste e.g. blood stained swabs, cotton wool and gloves must be placed into a plastic bag – lined washable waste receptacle with a close fitting marked 'infectious waste' and disposed according to Environment Protection Authority requirements.

#### **General**

- General waste, such as papers, hair and powdered pigments should be placed into a plastic bag - lined washable waste receptacle with a tight fitting lid marked 'general waste'.  
General waste can be disposed via normal Council/private waste collections.

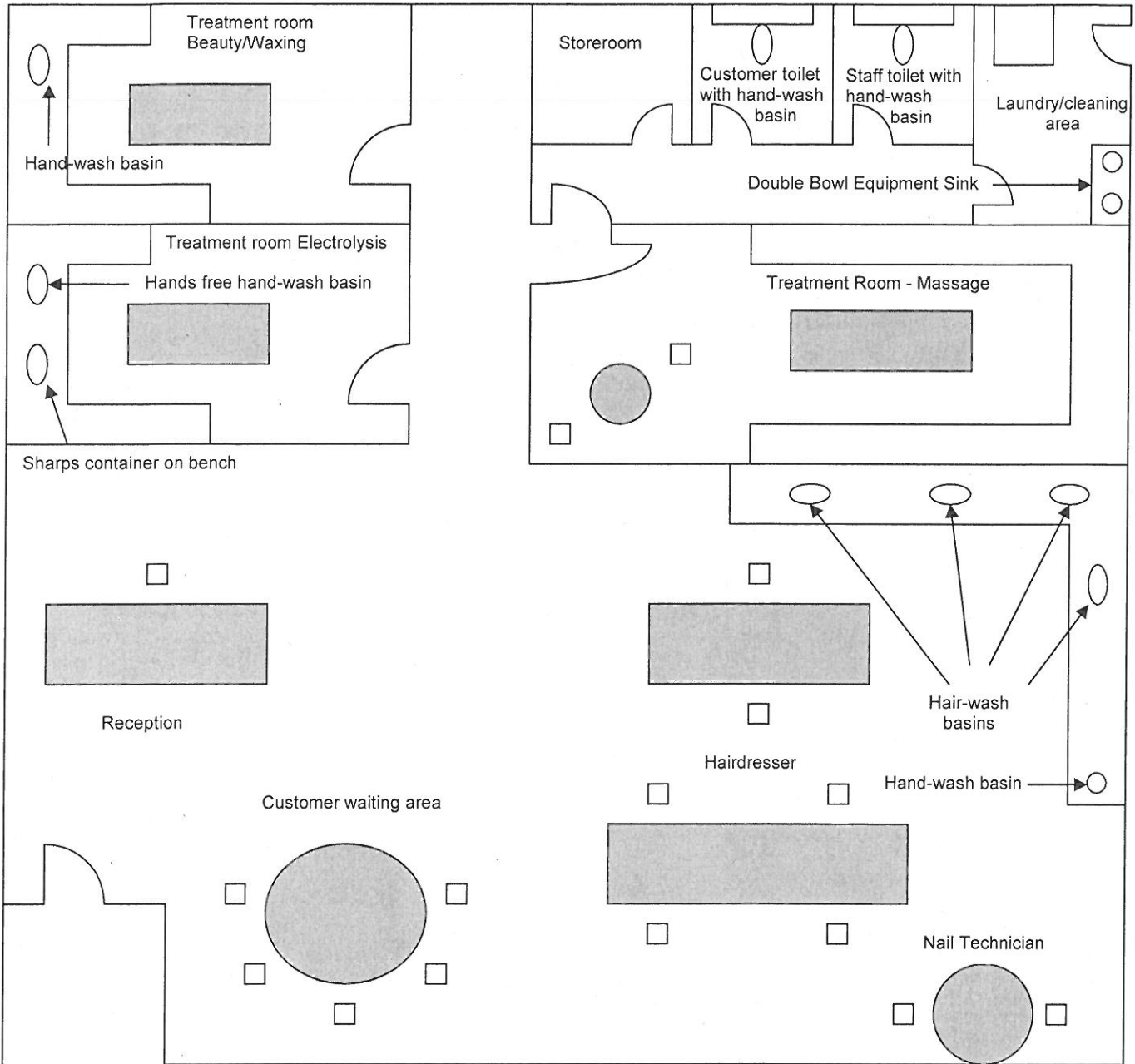
### **Animals**

Animals, other than guide dogs for the hearing or sight impaired client are not be permitted in procedure areas.

### **Smoking**

Tobacco laws make it an offence for anyone to smoke in an enclosed workplace.

# Sample Plan



**Address:** 10 Bayside Drive, Bayside City Council  
**Name:** Mr Smith **Contact number:** 0400 000 000

**Floors:** Examples of finishes e.g. polished floorboards, tiles.

**Walls:** Painted plaster board washable paint, tiling behind wet areas – splash backs.

**Ceilings:** Painted plaster board washable paint.

**Hand-wash Basin:** Hot & cold water through a common outlet and provided with soap and paper towelling through dispensers.

**Toilets** Self-closers on all toilet doors.

**Equipment:** Examples of finishes include vinyl, laminex, stainless steel etc.

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