



# REGISTERED PREMISES INFORMATION PACK



# Index

1. Introduction.....	1
2. What Constitutes a Registered Premises? .....	1
3. Before Applying for Registration....	2
4. Registration .....	2
5. Standards and Requirements for Registered Premises .....	3
5.1. Walls .....	3
5.2. Floor.....	3
5.3. Ceiling.....	3
5.4. Gaps/Joints.....	3
5.5. Procedure Rooms .....	3
5.6. Wash Hand basins .....	4
5.7. Equipment and Furniture .....	4
5.8. Cleanliness of Premises and Equipment .....	4
5.9. Cleaning Area and Equipment Sinks.....	4
5.10. Linen.....	5
5.11. Lighting and Ventilation.....	5
5.12. Disposal of waste .....	5
5.13. Handling and disposal of sharps .....	5
5.14. Dispensing .....	5
5.15. Animals .....	6
5.16. Records .....	6
5.17. Personal Hygiene .....	6
5.18. Staff Room .....	6
6. Industry-specific requirements .....	6
6.1. Beauty therapy .....	7
6.2. Hairdressing.....	7
6.3. Body art - tattooing and piercing .....	8
6.4. Colonic Irrigation.....	9
7. Home Hair and/or Beauty Salons .....	11
8. Mobile Hairdressers and/or Beauty Therapies .....	11
9. Further Information.....	11
Appendix 1 – Example Floor Plan 1 (Beauty Parlour) .....	12
Appendix 2 – Example Hair Salon Floor Plan 2 (Hairdresser).....	13
Appendix 3 – Registration Application Checklist .....	14

## 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, tattoo and/or colonic irrigation business in the Glenelg Shire.

Before opening for business a person conducting a registered premises business must register such premises with local government under the *Public Health and Wellbeing Act 2008*.

Further information can be obtained from Department of Health – *Health guidelines for personal care & body art industries*. These guidelines reflect current legislative requirements and benchmark industry standards. They provide information on general infection control and prevention to assist these practices. A free copy of the guidelines may be downloaded from the Internet: [http://www.health.vic.gov.au/ideas/regulations/hlth\\_guidelines](http://www.health.vic.gov.au/ideas/regulations/hlth_guidelines)

## 2. What Constitutes a Registered Premises?

The following classes of registered premises are all required to be registered with the Glenelg Shire 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 or artificial nails;
  - (e) epilation, including by electrolysis or hot or cold wax;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.

### 3. Before Applying for Registration....

If you are considering purchasing and/or constructing a registered premises it is important that you read this information pack and the Department of Health's – *Health guidelines for personal care & body art industries* at the beginning of your process. To ensure that your application can be processed quickly please see the checklist in Appendix 3.

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

### 4. Registration

In the Glenelg Shire all Registered Premises are registered annually from January 1<sup>st</sup> to December 31<sup>st</sup>\*\*. As part of the registration requirements a member of the Environmental Health Team regularly visits all Registered Premises to ensure they meet relevant legislative requirements (see Section 5). Current legislation does not require the registration of solarium or massage businesses.

Before opening for business you are required to register with your local Council, the Glenelg Shire. To do so you will need to lodge the following with Council:

1. *Public Health and Wellbeing Act* Registration Form (see Appendix 4);
2. Applicable registration fee;
3. Information regarding operational processes for cleaning and sanitising equipment, fittings and fixtures; and
4. Detailed floor plans of the interior layout of the premises including: (see Appendix 1 & 2 for examples of two acceptable floor plans)

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.

\*\*Premises that are *only* offering hair-dressing or low risk beauty therapy services (e.g temporary makeup, henna tattoos, spray tans) are eligible to apply for on-going registration. Once approved, annual renewal is not required for this type of registration.

## 5. Standards and Requirements for Registered Premises

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 following requirements.

### 5.1. Walls

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

### 5.2. Floor

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

### 5.3. 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 (tradesman-like finish).

### 5.4. 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 in all walls, floors and ceiling to enable easy cleaning.

### 5.5. 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. If the Procedure room involves skin penetration then you are required to install a **hands free** wash hand basin in that room. The wash

hand basin must have hot and cold running water supplied through a single outlet.

### **5.6. Wash Hand basins**

A wash hand basin with hot and cold running water supplied through a single outlet must be situated within each treatment or work area for staff to be able to access. An appropriate splashback must be provided behind plumbing fixtures.

The hand washbasins 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 only; however, it is preferable to have a separate hand wash facilities. All other establishments must have separate hands free wash hands basins installed in all treatment or works areas.

### **5.7. Equipment and Furniture**

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

### **5.8. Cleanliness of Premises and Equipment**

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

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

Any article that has penetrated the skin or is contaminated with blood or bloody 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.

### **5.9. Cleaning Area and Equipment Sinks**

The cleaning area should be designed to ensure movement of instructions / 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.

#### **5.10. 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.

#### **5.11. Lighting and Ventilation**

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

#### **5.12. 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.

#### **5.13. 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 1 meter above floor level. When the container is full, seal and dispose of according to EPA requirements.

#### **5.14. 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.

### **5.15. Animals**

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

### **5.16. Records**

It is important for all registered premises 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.

### **5.17 Personal Hygiene**

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

### **5.18 Staff Room**

A separate area for staff meal break should be provided. If you are to provide a meals area, a separate washbasin area, supplied with warm running water, is required.

## **6. Industry-specific requirements**

The information provided below is intended only to provide a summary and general overview of the *Public Health and Wellbeing Act 2008* and associated regulations.

For further information in regards to the operation of your registered premises, please refer to the Health Guidelines for Personal Care and Body Art Industries available at [www.health.vic.gov.au/ideas/regulations](http://www.health.vic.gov.au/ideas/regulations).



## 6.1. Beauty therapy

The proprietor or occupier of the premises must ensure that the premises has hand washing facilities that are easily accessible by staff.

In addition to the above, the PHWA and the PHWR place minimum standards on businesses in regards to cleanliness. These standards require that the proprietor or occupier must ensure that:

- the premises are kept in a clean, sanitary and hygienic condition
- before carrying out any procedure, each staff member is in a clean condition, has clean hands and has no exposed cuts, abrasions or wounds.

There are also provisions in regard to the cleanliness of equipment and articles used in the process of beauty therapy. In this regard, the proprietor or occupier must ensure that:

- any article is clean before it is used on a person
- any article intended to be used for penetrating the skin is sterile at the time of use; *and*
- an article which has penetrated the skin of a person, or is contaminated with blood is –
  - immediately destroyed or disposed of; or
  - sterilized in accordance with the provisions outlined in the PHWR.

If you would like a 'Beauty therapy cleaning, disinfection and disposal schedule' for your wall and/or records, or if you would like to provide your clients health information on your industry related procedure, please contact the Health Team.

## 6.2. Hairdressing

The proprietor or occupier of the premises must ensure that the premises has hand washing facilities that are easily accessible by staff.

In addition to the above, the PHWA and the PHWR place minimum standards on businesses in regards to cleanliness. These standards require that the proprietor or occupier must ensure that:

- the premises are kept in a clean, sanitary and hygienic condition
- before carrying out any procedure, each staff member is in a clean condition, has clean hands and has no exposed cuts, abrasions or wounds.

There are also provisions in regard to the cleanliness of equipment and articles used in the process of hairdressing. In this regard, the proprietor or occupier must ensure that:

- any article is clean before it is used on a person
- any article intended to be used for penetrating the skin is sterile at the time of use; *and*
- an article which has penetrated the skin of a person, or is contaminated with blood is –
  - immediately destroyed or disposed of; or
  - sterilized in accordance with the provisions outlined in the PHWR.

If you would like the schedule of 'Cleaning requirements for hairdressing equipment' for your wall and/or records, or if you would like to provide your clients health information on your industry related procedure, please contact the Health Team.

### **6.3. Body art - tattooing and piercing**

The proprietor or occupier of the premises must ensure that the premises has hand washing facilities that are easily accessible by staff.

In addition to the above, the PHWA and the PHWR place minimum standards on businesses in regards to cleanliness. These standards require that the proprietor or occupier must ensure that:

- the premises are kept in a clean, sanitary and hygienic condition
- before carrying out any procedure, each staff member is in a clean condition, has clean hands and has no exposed cuts, abrasions or wounds.

There are also provisions in regard to the cleanliness of equipment that is intended to, or which has penetrated the skin as well as other articles. In this regard, the proprietor or occupier must ensure that:

- any article is clean before it is used on a person
- any article intended to be used for penetrating the skin is sterile at the time of use; *and*
- an article which has penetrated the skin of a person, or is contaminated with blood is –
  - immediately destroyed or disposed of; or
  - sterilized in accordance with the provisions outlined below.

#### Sterilization

An article that has penetrated the skin or is contaminated with blood and not destroyed must be sterilized. For an article to be sterilized it

must be thoroughly cleaned and rinsed then sterilized by wither steam under pressure, or by the use of dry heat.

If sterilized by the use of steam, the sterilization must be undertaken according to the following:

- at 121°C for 15 minutes at a pressure of 103 kilopascals; or
- at 126°C for 10 minutes at a pressure of 138 kilopascals; or
- at 132°C for 4 minutes at a pressure of 203 kilopascals; or
- at 134°C for 3 minutes at a pressure of 203 kilopascals.

If sterilized by the use of dry heat, it must be undertaken at a heat of 160°C for a minimum of 120 minutes.

If you would like a 'Body Art cleaning, disinfection and disposal schedule' for your wall and/or records, please contact the Health Team.

#### Information to be provided to clients

Proprietors must provide written health information to each client about the potential health risks associated with skin penetration procedures. The Department of Health has developed client information sheets in regards to 'body piercing', 'oral piercing' and 'tattooing' that you may wish to provide to your clients as part of these requirements. Copies can be obtained from the Department's Infectious Diseases website at [www.health.vic.gov.au/ideas/resources/online\\_order](http://www.health.vic.gov.au/ideas/resources/online_order).

#### Client Records

The proprietor or occupier of tattooing and body piercing premises is required to maintain certain client records. Information required to be kept is the name, address and telephone number of each client. The information must be kept for a period of 12 months and the information must be stored at the premises where the business is conducted.

### **6.4. Colonic Irrigation**

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 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 himself/herself 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.

The PHWA and the PHWR place minimum standards on businesses in regards to cleanliness. These standards require that the proprietor or occupier must ensure that:

- the premises are kept in a clean, sanitary and hygienic condition;
- before carrying out any procedure, each staff member is in a clean condition, has clean hands and has no exposed cuts, abrasions or wounds.

There are also provisions in regard to the cleanliness of equipment and articles used in the process of hairdressing. In this regard, the proprietor or occupier must ensure that:

- any article is clean before it is used on a person
- any article intended to be used for penetrating the skin is sterile at the time of use; *and*
- an article which has penetrated the skin of a person, or is contaminated with blood is –
  - immediately destroyed or disposed of; or
  - sterilized in accordance with the provisions outlined in the PHWR.

Catheters used in the procedure of colonic irrigation should be sterile and for single use only and immediately destroyed or disposed of at completion of the procedure.

#### Information to be provided to clients

While colonic irrigation procedures are not intended to penetrate the skin, the process has particular risks for clients. If equipment is not sterile and infection control procedures are not followed there is the potential for a range of bowel infections to be transmitted including hepatitis A, as well as blood borne viruses such as hepatitis B and C, and HIV. There is also potential for serious injuries such as ulceration or perforation of

the colon or scalding. The Department of Health has developed client information sheet regarding colonic irrigation that you are encouraged to provide to your clients. Copies can be obtained from the Department's Infectious Diseases website at [www.health.vic.gov.au/ideas/resources/online\\_order](http://www.health.vic.gov.au/ideas/resources/online_order).

## 7. 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.

## 8. Mobile Hairdressers and/or Beauty Therapies

Some 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 their principle place of business (for example, their residence) is registered with the Shire.

Mobile operators must be able to demonstrate compliance with the *Health guidelines for personal care and body art industries* 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 *Health guidelines for personal care and body art industries*.

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

## 9. Further Information

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

### **Glenelg Shire Council's Environmental Health Team**

**☎ 5522 2229 or 5522 2246**

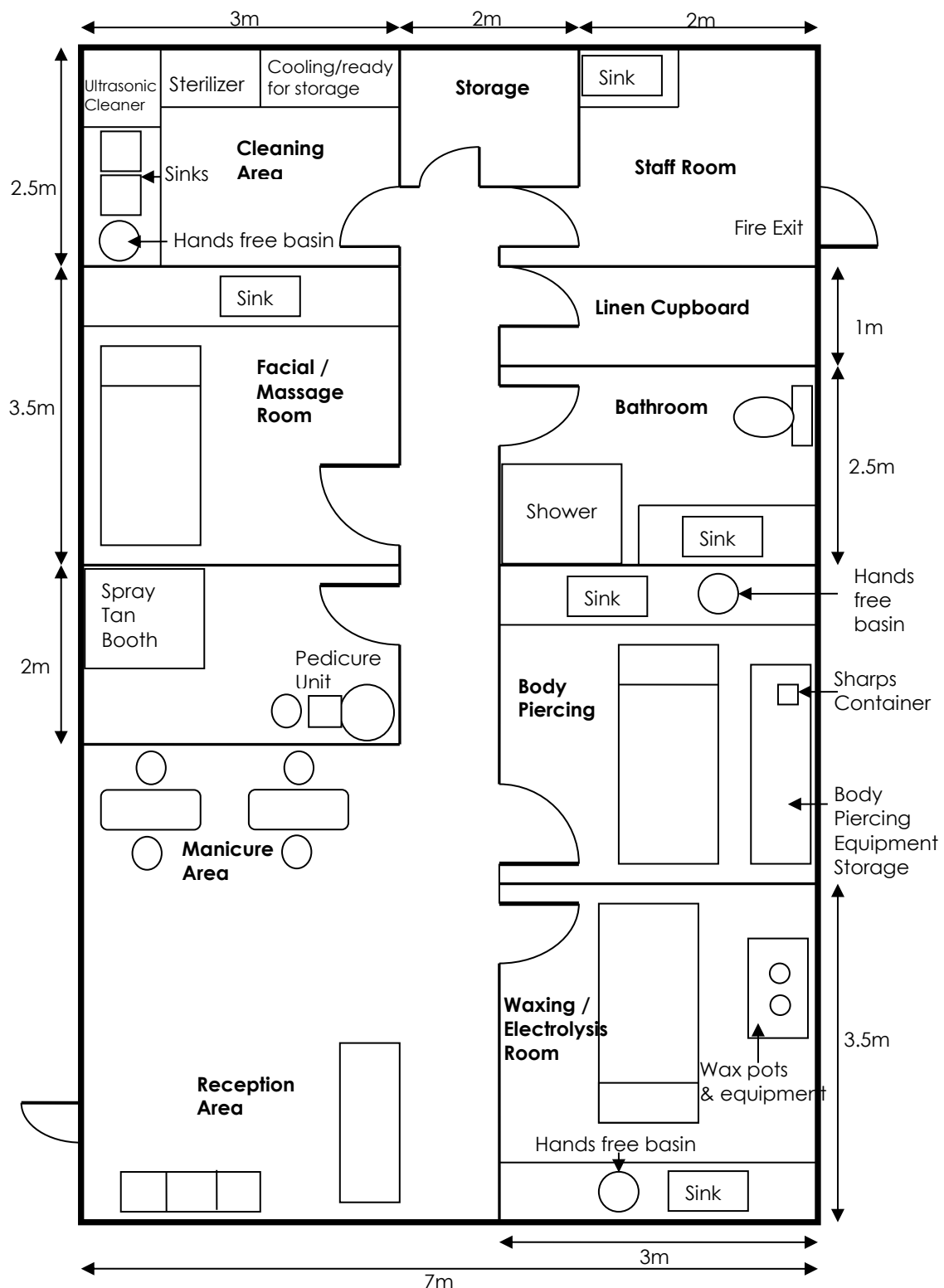
**Fax: 5522 2290**

**Email: [gandrews@glenelg.vic.gov.au](mailto:gandrews@glenelg.vic.gov.au) or [bporter@glenelg.vic.gov.au](mailto:bporter@glenelg.vic.gov.au)**

**📮 PO Box 152, Portland 3305**

*Note: The material in this publication is intended to provide a summary and general overview on implementation of the Public Health and Wellbeing Act 2008 and associate regulations. It is not intended to be comprehensive nor does it constitute as legal advice.*

## Appendix 1 – Example Floor Plan 1 (Beauty Parlour)



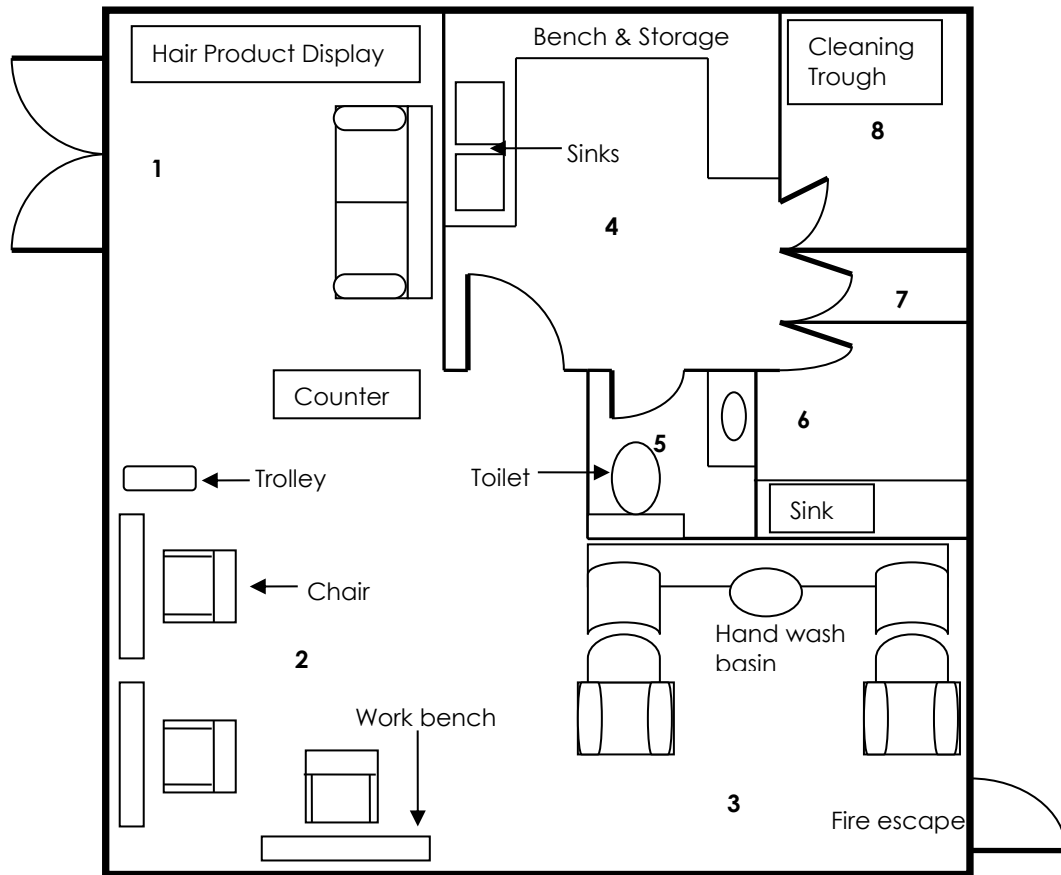
**Floors** – Vinyl throughout premises, except bathroom has been tiled.

**Walls** – Painted plaster throughout premises, except in bathroom which is tiled instead.

Laminex splashback has been provided behind all sinks and hand wash basins (splashback height of 450mm and extends 150mm on either side of the basin).

**Fittings & Fixtures** – Sinks are 450mm x 300mm, hands free basins are 300mm x 150mm, storage space located under benches and sinks.

## Appendix 2 – Example Hair Salon Floor Plan 2 (Hairdresser)



Number	Area	Walls	Floor	Fittings & Fixtures	Dimension
1	Retail, Reception & Waiting	Brick	Sealed Timber		3m x 5m
2	Styling	Plaster (painted)	Polished Cement		5m x 5m
3	Hair Washing	Laminex	Vinyl	2 Hair Washing basins, 1 hands free basin	4.5m x 4m
4	Hair Product & Equipment Storage	Plaster (painted) & Laminex splashback	Laminate Tile Flooring	Double bowl sink (450mm x 300mm each)	4m x 4m
5	Bathroom	Tiles	Tiles	1 toilet, 1 sink	2m x 2m
6	Staff Room	Plaster (painted) & Laminex splashback	Tiles	1 sink (450mm x 300mm)	2.5m x 2.5m
7	Linen Closet	Plaster (painted)	Vinyl		2m x 1m
8	Cleaning	Tiles	Tiles	1 cleaning trough (600mm x 400mm)	2m x 2.5m

## Appendix 3 – Registration Application Checklist

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

- If you are constructing the premises ensure you obtain approval from the relevant authority prior to commencing work on the premises.
- Obtain Health Act Registration Form from Council.
- Develop site plan of premises, detailing the interior layout of the proposed premises. See Section 4 (Registration) for items to include.
- Develop operational procedures for cleaning and sanitising
- Contact the Business Licence Centre for information
- Contact Small Business Victoria for business advice and information
- Contact the appropriate industry association for advice.

### **Finally..**

- Submit application form, together with a detailed floor plan, operational procedures for cleaning and sanitising, and the appropriate registration fee & arrange for on-site assessment of premises with Councils Environmental Health Officer.

**If you are not sure of any of these requirements kindly contact a member of the Environmental Health Team.**

**For Further Information Please Contact**

**Glenelg Shire Council's Environmental Health Team**

**☎ 5522 2200**

**Fax: 5522 2290**

**Email: [gandrews@glenelg.vic.gov.au](mailto:gandrews@glenelg.vic.gov.au)**

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