Part C: Risk management

1. Information

The *Health Act 1958* and the Health (Infectious Diseases) Regulations 2001 are designed to protect public health. To comply with public health legislation, it is good practice for proprietors to establish a risk-based approach to their operation by identifying potential hazards and ways in which these hazards can be controlled. This system is already well established in the food industry and can be adapted to suit other industries.

2. Records

Accurate records are invaluable if infection problems occur and may assist the operator when investigations are conducted – for example, for verifying procedures performed, when they were performed and on whom.

Records should include, but are not limited to, the following:

- client records: name, address and contact number, date and type of procedures, instruments used
- sterilisation: maintenance, cycle and validation
- occupational exposure
- staff immunisation
- cleaning: environment, equipment, instruments and steriliser
- maintenance schedule: instruments, steriliser and equipment
- staff training and qualifications
- sick leave
- client complaints
- stock movement
- laundry
- hazardous chemicals
- business records.

It is important to maintain records for each control point achieved and each corrective action taken (if applicable). For example, the records maintained for the sterilisation process would be the time, temperature and pressure achieved for each sterilisation cycle. If corrective action is required, then this should also be recorded together with the date, the corrective action taken and the cause of the failure.

3. Risk analysis

The following steps should be taken to establish a risk-based system for business premises.

3.1 Identifying potential hazards

To identify potential hazards, an operator needs to examine each step in the operation of the business's practices and, for each step, identify the things that could go wrong. A hazard consists of the potential to cause harm to the client or operator, and can be biological (for example, infection caused by bacteria, viruses), chemical (for example, toxic tattooing ink), physical (for example, broken glass) or radiological (for example, a laser used incorrectly). The majority of hazards encountered are usually biological.

The following list shows the work practices that need to be examined for potential hazards. This list is not exhaustive, and individual businesses may identify other areas of hazard.

3.1.1 Premises design

- Workflow
- Personal hygiene facilities
- Cleaning facilities

3.1.2 Cleaning of premises

- Cleaning equipment
- Detergents
- Areas: client procedure, equipment cleaning, reception areas
- Methods of cleaning

3.1.3 Sterilisation

- Sorting of instruments
- Cleaning of instruments
- Packing
- Loading
- Sterilisation process
- Unloading the steriliser

3.1.4 Storage and handling of all stock

The consistent sterility of stock is event related (see part D, 'Glossary'; part A, section 6.3; AS/NZS 4815, section 9) and does not rely on a specific date or time frame. Consider the following points when storing and handling stock:

- packaging
- date marking
- storage conditions
- stock rotation

3.1.5 Waste control

- Segregation of waste at its source
- Use of sharps containers at the point of use of sharps
- Use of clinical and related waste bins or bags
- Use of clearly labelled, puncture-proof containers with close-fitting lids
- Correct storage of all types of waste awaiting collection

3.1.6 Specific practices

- The development and documentation of policies and procedures for all work practices related to the business, such as the use of wax and the sterilisation of needles and instruments
- Education of all staff in these practices
- Cleaning practices

3.2 Controls

Once hazards have been identified, controls should be established for each hazard. Controls are ways of reducing risks to a safe level or removing the risks completely. For example, one identifiable hazard in tattooing is the sterilisation of tattooing needles. The control is to achieve sterilisation via the correct time, temperature and pressure parameters or via the use of single-use products.

3.3 Corrective action

Corrective action is the action that must be taken if the control is not achieved. If, for example, the correct time, temperature and pressure parameters are not met for needles (which are going to be used for tattooing), then the instruments must be reprocessed (re-cleaned, re-packed and re-sterilised) before use.

3.4 Verification

It is important to monitor the system to ensure it is working effectively. For the example cited above, a steriliser should be serviced annually and calibrated by a NATA-certified service person. Keep a record of the date of service and the calibration results.

3.5 Risk analysis chart

Part E, appendix 2 has a sample risk analysis chart. The hazards identified in this chart are only examples: additional hazards may be present in a business's premises.

3.6 Audit tool

Part E, appendix 3 contains an audit tool for use by local government environmental health officers inspecting establishments where skin penetration is performed.

Part D: Glossary

The following definitions apply throughout these guidelines.

aerosol

A substance enclosed under pressure and released as a fine spray by means of a propellant gas. In chemistry terms, it is a colloidal suspension of particles dispersed in air or gas. In medical terms, it also means the fine particles that are emitted after coughing and that may be a vehicle for transmitting infection.

aluminium foil test

A test of the performance of the ultrasonic cleaner transducer

applicator

A term referring to both single-use and reusable spatulas or similar devices

asepsis

The prevention of microbial contamination of living tissues or sterile items by excluding, removing or killing microorganisms

aseptic or non touch technique

Those practices that reduce the risk of post-procedure infections in clients by decreasing the likelihood that microorganisms will enter tissues during an invasive procedure (Aseptic means the object is 'without microorganisms'.)

batch principle

One designated cycle of a steriliser, which enables the tracing of the item or problem(s) to the source

benchtop steam steriliser

A self-contained, portable, electrically heated machine that has an integral water storage reservoir, generates saturated steam at selected temperatures up to 134°C by an electrical heating unit within or on the sterilising chamber, and may be designed to dry wrapped items

bioburden

The number and types of microorganism present on an item

biofilm

On the surface of an instrument, a layer of material that contains biological materials and, in which, microorganisms may be embedded

biological indicator

An inoculated carrier (on which a defined number of test microorganisms have been deposited) contained within its primary pack, ready for use, which provides a defined resistance to the specified sterilisation process

body fluids

Blood, mucous, sweat, oil, saliva, urine, ooze from a festering sore, tears

Bowie Dick test

An air detector test for pre-vacuum sterilisers. Air must be completely eliminated from the steriliser chamber to achieve effective sterilisation in the given time, temperature and pressure parameters. The presence of residual air inhibits the sterilisation process.

calibration

The comparison of a measurement system or device of unknown accuracy to a measurement system or device of a known accuracy, to detect, correlate, report or eliminate by adjustment any variation from the required performance limits of the unverified measurement system or device

chemical indicator

A system that reveals a change in one or more defined process variables based on a chemical or physical change resulting from exposure to a process

cleaning

The removal of soiled matter (including organic material) and the reduction of the number of microorganisms from the surface of an item using detergent and running water

clinical and related waste

Waste generated in a clinical or similar setting that has the potential to cause disease, injury or public offence. Examples of clinical and related waste include: human blood and body fluids other than urine or faeces; any body fluid, materials or equipment containing urine or faeces where there is visible blood; human tissue, including teeth but not hair and nails; materials or equipment containing human blood or body fluids other than urine or faeces.

commissioning

Documenting of evidence that equipment has been provided and installed in accordance with its specification and that it functions within predetermined limits when operated in accordance with the manufacturer's instructions

condensation

The process by which steam condenses to form water during the steam sterilisation process

contamination

The spread of microorganisms. It can be physical or chemical.

control
The reduction of a risk to a safe level. Also, the means to remove the risk completely

corrective action
Action to be taken if the control for a particular hazard is not achieved

detergent
A substance that enhances the cleansing action of water (preferably warm/hot) or another liquid

disinfectant
A chemical liquid that destroys all bacteria and other microorganisms except bacterial spores

disinfection
The inactivation of all microorganisms except bacterial spores by chemical or thermal (heat and water or boiling) means

dispensing container
A container that releases a product

disposable gloves
Single-use gloves that are disposed of after each use

drying cycle
The stage in the steam steriliser cycle during which the items in the chamber are dried. This stage occurs immediately following the sterilisation stage, while the steriliser chamber remains sealed. A typical sterilisation cycle that can achieve drying comprises several stages: air removal, sterilisation, exhaust, drying and return to atmospheric pressure.

electrolysis
Passing a fine probe down the hair follicle without breaking the skin. When the probe is in position, the correct amount of one or both currents is applied. The following three methods are commonly used by beauty therapists:

1. thermolysis. Radio waves are used to generate heat. The effect is to coagulate the papilla (blood supply) to prevent it from feeding the bulb. This prevents the follicle from producing more hairs.

2. electrolysis. This is a direct current (galvanic). When applied through the probe, it produces a chemical called 'lye', which destroys the growing cells and the papilla.

3. the blend. This electrolysis approach combines both of the above for efficiency and comfort.

environmental health officer

An authorised officer employed by either local government or the Department of Human Services

enzymatic indicator

An indicator that uses detection of a spore-derived enzyme rather than the conventional observation of visible organism growth in culture media

event-related sterility

The application of stock storage based on events rather than on time. The continued sterility of stock is related to events that affect the packaging and contents, including:

- the shelf life of the type of packaging materials used
- the type of storage and handling conditions
- possible damage to the packaging from contents such as sharp items
- the likelihood of product material deterioration
- packaging design.

The dating of sterile stock is to aid the rotation of stock so older stock is used first. This reduces the time for which stock is on the shelf and reduces the opportunities for damage to the packaging due to poor storage conditions.

HACCP

Hazard analysis and critical control points

hazard

A danger or risk to the client and operator through an unsafe environment or procedure

high risk instrument

A device that penetrates skin

holding time

The minimum time at a given temperature that has been established to destroy all microorganisms

hygienic

An environment in which protective measures have been taken to limit the spread of infectious diseases

infection

Invasion and multiplication of microorganisms in body tissue

infection control and prevention
Minimisation of the risk of spreading or preventing infection

instrument
An appliance, apparatus or tool (including a needle)

intermediate risk instrument
An instrument that comes into contact with intact mucous membranes or broken skin

kilopascals
The measurement of pressure for steam sterilisation: 1 kilopascal = 1,000 Newtons per square metre

laser
An instrument that generates an intense narrow beam of coherent monochromatic light by stimulating the emission of photons from excited atoms or molecules. For the health and beauty industries, the relevant classes of laser are Class 3B and Class 4.

low-risk instrument
A device that comes into contact with intact skin

material safety data sheet
A sheet that provides information on the chemical composition of a product, safety precautions and the occupational health and safety requirements for use, first aid and the disposal of the specified chemical

monitoring
A programmed series of challenges and checks, repeated periodically and carried out according to a documented protocol, which demonstrates that the process being studied is both reliable and repeatable (for example, steriliser cycles)

mucous membrane
Thin elastic tissue that lines cavities connected with the skin–for example, the eyes or mouth

occupational exposure
When an operator is exposed to something harmful in fulfilling the duties of his or her job

operator
A person who carries out a procedure associated with the business of health and beauty, tattooing or body piercing

parametric release

The declaration of a product as sterile, based on physical or chemical (or both) process data, rather than on sample testing or biological indicator results–for example, the time, temperature and pressure relationships in steam sterilisation

penetration time

The time required for every part of a load to reach the selected sterilising temperature after that temperature has been reached in the sterilising chamber

porous load steriliser

A steriliser suitable for bundles and packs (porous materials), and equipped with a drying cycle

personal protective equipment

The equipment to be worn when performing duties that may involve possible occupational exposure to blood, splashing or aerosols from cleaning processes–for example, masks, goggles, gloves and aprons

pressure

The continuous physical force exerted on or against an object by something in contact with it, measured in these guidelines by kilopascals

process challenge device

An item designed to assess the performance of the sterilisation process. It simulates the product to be sterilised and constitutes a defined challenge to the process.

proprietor

The person or company to which the premises are registered under the *Health Act 1958*. This may be the owner of the business, or the actual premises. The proprietor is the legal entity responsible for all practices occurring within the premises.

related waste

Those pharmaceuticals that have reached their use-by date, such as chemical disinfectants and antiseptic solutions used for skin cleansing before procedures–for example, solutions containing ethyl alcohol and/or chlorhexidine. The Environmental Protection Authority requires all pharmaceutical waste to be incinerated. Proprietors/operators should obtain suitable containers from an approved waste disposal contractor who will arrange incineration. Disposal via the sewer or general waste IS NOT an approved method of disposal.

reusable

An instrument designated or intended by the manufacturer as suitable for reprocessing and reuse. It is not a device that the manufacturer designates or intends for single-use only.

revalidation
The repetition of part or all of the validation test requirements to reconfirm process reliability

safety factor
The extra time added to the holding time to ensure sterilisation is achieved. A precautionary measure, it is calculated as 25 per cent of the holding time.

sharp
A sharp instrument that is designed to penetrate skin or mucous membrane–for example, a needle or scalpel

single-use
An instrument or glove designed and labelled for one use only. It must be immediately discarded after use.

skin penetration procedure
Any process involving the piercing, cutting, puncturing, tearing or shaving of the skin or mucous membrane

soil
Visible dirt or debris that may protect, harbour or assist the growth of microorganisms. It may include organic matter, organic substances, residual soil, inorganic matter, blood and body fluids.

solute
A substance dissolved in a liquid

solution
A mixture of one or more solutes dissolved in a solvent

solvent
The substance in which a solute dissolves to produce a mixture

spore
A minute, typically single-celled, reproductive unit characteristic of lower plants, fungi, protozoans and bacteria capable of giving rise to a new individual without sexual fusion

standard precautions
Work practices that require everyone to assume that all blood and body fluids are potential sources of infection, independent of perceived risk. Such precautions involve the use of safe work practices and protective barriers, and the safe disposal of body substances and soiled material.

sterile

The state of being free from viable microorganisms, including bacterial spores

sterile gloves

Single-use gloves that are sterile at the time of use. They must come from a package that labels the gloves as being sterile.

sterilisation

The validated process used to render a product free of all forms of viable microorganisms

sterilisation cycle

A defined sequence of operational steps to achieve sterilisation that are carried out in a sealed chamber

sterilisation time

The total time of the sterilisation stage after the load in the sterilising chamber has reached sterilising conditions (penetration time plus holding time plus safety factor)

sterilising agent

The medium used for the sterilising process.

temperature

The degree or intensity of heat under pressure in a substance or object. It is measured in these guidelines by degrees Celsius. *Sensible heat* is the quantity of heat that is required to raise the temperature of water to boiling point. *Latent heat* is the additional heat that is absorbed when boiling water is converted to steam at the same temperature (100ºC at atmospheric pressure).

ultrasonic cleaner

A machine that can be used instead of manual cleaning. It works by subjecting instruments to high-frequency, high-energy sound waves, loosening or dislodging soil. The soil either drops to the bottom of the tank or is loosened for removal during the rinsing process.

validation

The documented procedure for obtaining, recording and interpreting the results required to establish that a process will consistently yield a product complying with predetermined specification (see AS/NZS 4815:2001 and part E, appendix 3)

wax

1. *Strip wax.* Wax applied to the skin in a thin layer and removed using single-use paper/cloth strips. These strips are applied to the wax with minimal pressure to assist the wax to adhere to the strips.

2. *Hot wax.* Wax applied in a thick layer using a circular motion to create adhesion of the hairs, then left to cool minimally before being peeled off. The used wax is heated (for approximately $1^{1}/_{2}$ hours) to a temperature of 125ºC (pouring consistency melting point is 80ºC) so it can be strained of hairs and skin debris. It is strained using a fine mesh strainer and gauze. The gauze should be discarded in the clinical and related waste bin.

weight/weight (w/w)

Number of grams of solute per 100 grams of solution (or mixture)

weight/volume (w/v)

Number of grams of solute per 100 millilitres of solution (or mixture)

volume/volume (v/v)

Number of millilitres of solute per 100 millilitres of solution (or mixture)

wet steam

Steam that contains minute drops of water due to condensation. It inhibits the release of latent heat (energy), which is necessary to achieve sterilising conditions.

Part E: Appendices

Appendix 1: Extract from the Health (Infectious Diseases) Regulations 2001

The following is an extract of the section relating to registered premises. This extract should be used in conjunction with the full set of Regulations where applicable.

Part 5: Provisions relating to business and premises registered under section 366C of the Act

Division 1: Definitions

22. Definitions

In this Part:

"**article**" means any appliance, instrument, container, applicator, cosmetic, dye, dressing or thing used in connection with a business;

"**business**" means a business referred to in section 366C(1) of the Act;

"**premises**" means any premises upon which a business is conducted.

Division 2: Cleanliness

23. Cleanliness of premises

(1) The proprietor of a business or the person in charge of premises must ensure that the premises are kept in a clean and hygienic state.

Penalty: 20 penalty units.

(2) Sub-regulation (1) does not apply to premises if the proprietor conducts a business which is prescribed as an exempt business by regulation 5 of the Health (Exempt Businesses) Regulations 2000

24. Cleanliness of equipment

(1) The proprietor of a business or the person in charge of premises must ensure that:

(a) an article intended to be used for penetrating the skin of a person is sterile at the time of use; and

(b) an article which has penetrated the skin of a person or is contaminated with blood is:

(i) destroyed or disposed of immediately in such a manner as to prevent the infection of any other person; or

(ii) sterilised in accordance with sub-regulation (2) before it is used on any other person; and

(c) any other article is clean before it is used on a person.

Penalty: 20 penalty units.

(2) An article is sterilised for the purposes of sub-regulation (1)(b)(ii) if the article has been:

(a) thoroughly cleaned and rinsed, then sterilised by the use of steam under pressure:

(i) at 121°C for 15 minutes at a pressure of 103 kilopascals; or

(ii) at 126°C for 10 minutes at a pressure of 138 kilopascals; or

(iii) at 132°C for 4 minutes at a pressure of 186 kilopascals; or

(iv) at 134°C for 3 minutes at a pressure of 206 kilopascals; or

(b) thoroughly cleaned and rinsed, then sterilised by the use of dry heat at 160° for a minimum of 120 minutes; or

(c) taken from a sealed container that bares a label stating that the contents are sterile.

25. Personal hygiene

The proprietor of a business or the person in charge of premises must ensure that each person in the business who is engaged in carrying out any hairdressing or beauty or similar process on any other person or any tattooing, ear piercing, acupuncture or other process involving the penetration of the skin of any other person:

(a) is clean; and

(b) has no exposed cuts, abrasions or wounds-

before carrying out the process.

Penalty: 20 penalty units

Division 3: Provision of information

25A. Information to clients of skin penetration premises

(1) The proprietor of a business that provides tattooing, ear piercing, acupuncture or any other process involving the penetration of the skin in a living human being must ensure, before such a process is provided to a person, that written information is provided directly to the person about the transmission of infectious diseases associated with the process.

Penalty: 20 penalty units.

(2) A proprietor of a business that provides tattooing, ear piercing, acupuncture or any other process involving the penetration of the skin in a living human being must take reasonable steps to ensure that the information about the transmission of infectious diseases provided to a person under sub-regulation (1) is medically accurate.

Penalty: 20 penalty units.

(3) This regulation does not apply to –

(a) a business that is prescribed as an exempt business by regulation 5 of the Health (Exempt Businesses) Regulations 2000; or

(b) the practice of acupuncture of-

(i) a person registered as an acupuncturist under the Chinese Medicine Registration Act 2000; or

(ii) a person authorised in accordance with section 61(11) of that Act.

Appendix 2: Risk analysis charts

(a) General requirements

(b) Industry specific requirements

(a) General requirements

Hazard	Control	Corrective action	Records	Verification
1. Premises design				
1.1 Workflow *Cross-contamination*	Provide a logical workflow from soiled area to clean area.	Cease operation until logical workflow from dirty to clean can be achieved.	Record date of defect and corrective action taken.	Weekly check to ensure workflow is operating correctly
1.2 Personal hygiene *Cross-contamination*	Provide in the procedure area an accessible wash hand basin used only for washing hands, with hot and cold running water, soap and paper towels.	Cease operation until a hand basin used only for hand washing is provided/ repaired, with a supply of hot and cold water, soap and paper towels.	Record date of defect and corrective action taken.	Weekly check to ensure hand basin is operating correctly
1.3 Cleaning facilities *Contamination*	Provide a sink used only for the cleaning of equipment and surfaces, which has a supply of hot and cold water and detergent.	Cease operation until sink used only for cleaning of equipment is provided/ repaired, with a supply of hot and cold water, soap and paper towels.	Record date of defect and corrective action taken.	Weekly check to ensure sink is operating correctly
2. Cleaning premises and instruments				
2.1 Manual cleaning *Contamination*	Clean with hot soapy water and correct cleaning equipment.	Re-clean unclean surfaces.	Design a cleaning schedule that details date premises cleaned, areas cleaned and member of staff who carried out the cleaning. A copy of this should be followed, dated and signed daily.	Weekly check to ensure staff are cleaning equipment and surfaces in accordance with cleaning schedule
3. Sterilisation				
3.1 Packing 3.1.1 Steriliser with a drying cycle *Incorrectly packed instruments resulting in failure of sterilisation process*	Use a new intact steriliser bag for each cycle. Place the instruments in bags that are unlocked or open. Seal the bags.	Re-clean instruments and then repack in a new bag. Re-sterilise.	Record the date of the incident, any corrective action and the reason that the incident occurred.	Weekly check to ensure staff are using bags and loading equipment correctly
3.1.2 Steriliser without a drying cycle *Incorrectly packed instruments resulting in the failure of the sterilisation process*	No instruments should be packed in bags.	Re-sterilise without bag.	Record the date of the incident, any corrective action and the reason that the incident occurred.	Weekly check to ensure staff are using bags and loading equipment correctly
3.2 Loading 3.2.1 Steriliser with a drying cycle *Incorrectly loaded instruments resulting in the failure of the sterilisation process*	The bags must be placed paper side down or if placed on edge then place paper to laminate. Bags must not touch and not be overloaded.	Re-clean instruments and replace in new bags. Load in correct manner. Re-sterilise.	Record the date of the incident, any corrective action and the reason that the incident occurred.	Weekly check to ensure staff are loading correctly

Hazard	Control	Corrective action	Records	Verification
3.2.2 Steriliser without a drying cycle *Incorrectly loaded instruments resulting in the failure of the sterilisation process*	Place instruments opened or unlocked on a perforated or mesh tray. Instruments must not touch chamber walls. Steriliser must not be overloaded.	Re-clean instruments and place in the correct way into the steriliser.	Record the date of the incident, any corrective action and the reason that the incident occurred.	Weekly check to ensure staff are loading correctly
3.3 Sterilisation process *Failure of correct temperature, time and pressure to achieve sterilisation*		If the required time, temperature and pressure have not been achieved, re-pack in a new bag and re-sterilise.	Record temperature every 10 seconds during cycle OR use a process recorder and check after each cycle. Use a class I indicator with each bag or a class 4, 5 or 6 chemical indicator with each cycle. Record any batches that did not achieve sterilisation together with calibration.	Weekly maintenance of steriliser, which must be serviced/calibrated/ revalidated annually
3.4 Storage and handling of sterile stock *Risk of contamination of instruments during storage*		Discard any packages that are damaged or moist, or have been exposed to UV light, excessive temperatures. Re-clean, pack and re-sterilise the contents. Clean and repair the storage areas in compliance with AS/NZ 4185.	Record any damaged packaging,together with the date and the reason that the packaging was damaged. Record weekly monitoring of storage.	Weekly check that packaging stock rotation is operating efficiently
4.0 Waste 4.1 Sharps *Cross-contamination*		Do not commence skin penetration until a sharps container that complies with AS 4031 is present at the penetration site. Place container in safe place. Arrange for container to be removed by a contractor licensed with the Environmental Protection Authority.	Record the date of the incident, any corrective action and the reason that the incident occurred. Maintain records of licensed contractors employed and dates of collection.	Weekly check to ensure sharps and clinical and related waste containers are present and being used correctly

(b) Industry specific requirements

Hazard	Control	Corrective action	Records	Verification
1.0 Beauty therapy				
1.1 Waxing *Cross-contamination from recycling*	Do not recycle any wax used on the pubic area, face or underarms.	Immediately dispose of any wax used on these areas.	Maintain client records.	Weekly check to ensure staff are adhering to practice
Cross-contamination from blood or body fluids in wax pot	Maintain wax pot at a temperature of above 70°C at all times, with 15 minutes between clients, OR use a single-use spatulas for each dip of the wax pot OR use a single wax pot for each client.	Immediately cease operating until correct standards have been applied.	Record the date of the incident, any corrective action and the reason that the incident occurred. Maintain daily records of wax temperatures.	Weekly check to ensure staff are adhering to practice
1.2 Equipment contaminated *Contamination with blood, leading to risk of infection*	Either discard or clean and sterilise before reuse.	Immediately cease operation until sterile equipment can be used.	Maintain records of incidents and sterilisation or other action taken.	Weekly check to ensure staff are adhering to practice
1.3 Electrolysis *Risk of infection*	Use sterile single-use needles only. If the operator, wear gloves. Dispense lotions via a pump or single-use.	Immediately cease operation until correct standards have been applied.	Maintain client records. Record the date of the incident, any corrective action and the reason that the incident occurred.	Daily check to ensure staff are adhering to practice
1.4 Cosmetic tattooing (see body art section) *Risk of infection*	Use single-use device or a device with all parts that can be effectively cleaned and sterilised.	Immediately cease operation until suitable equipment is purchased.	Maintain client records. Record the date of the incident, any corrective action and the reason that the incident occurred.	Weekly check to ensure staff are adhering to practice
2.0 Hairdressing *Risk of infection from use of instruments contaminated with blood*	Dispose of contaminated instruments into a sharps container immediately or sterilise before reuse.	Immediately cease operation until correct equipment is obtained.	Maintain client records. Record the date of the incident, any corrective action and the reason that the incident occurred.	Weekly check to ensure staff are adhering to practice
3.0 Body art *Risk of infection from contaminated needles or stencils*	Use only sterile single-use needles or sterilise needles after use on each client. Use only single-use stencils.	Immediately dispose of or sterilise contaminated instruments.	Maintain client records. Record the date of the incident, any corrective action and the reason that the incident occurred.	Weekly check to ensure staff are adhering to practice
Risk of infection to operator from client's blood	Wear single-use disposable gloves during procedure.	Immediately cease operation until correct equipment is obtained.	Maintain client records. Record the date of the incident, any corrective action and the reason that the incident occurred.	Weekly check to ensure staff are adhering to practice

Hazard	Control	Corrective action	Records	Verification
Risk of infection to client from operators sharing equipment	Must not share equipment with other operators while working on clients.	Immediately cease operation until correct procedure is maintained.	Maintain client records. Record the date of the incident, any corrective action and the reason that the incident occurred.	Weekly check to ensure staff are adhering to practice
Risk of infection from application of contaminated lotions etc.	Use single-use lotions or dispense with single-use spatula for each client or dispense into single-use pots.	Immediately dispose of any contaminated lotion.	Maintain client records. Record the date of the incident, any corrective action and the reason that the incident occurred.	Weekly check to ensure staff are adhering to practice
Risk of infection from contaminated wipes/ paper towel	Use single wipes. Ensure wipes etc. are disposed of in a manner to prevent contamination.	Immediately dispose of contaminated wipes in the clinical and related waste bin.	Maintain client records.	
Risk of infection from contaminated inks or jewellery	Ensure water used for rinsing needles and inks is placed in single-use containers for each client. Use aseptic technique for preparing own inks or pre-purchased sterile inks. Use only sterile jewellery.	Immediately dispose of contaminated water. Immediately dispose of contaminated ink or return unsterile to manufacturer. If jewellery is not sterile, then sterilise before use.	Maintain client records.	Weekly check to ensure staff are adhering to practice
4.0 Colonic irrigation				
Risk of infection and cross-contamination	Use single-use sterile catheters only. Use single-use gloves.	Cease operation until correct equipment is obtained.	Maintain client records. Record the date of the incident, any corrective action and the reason that the incident occurred.	Regular stock check
Risk of infection from contaminated equipment	Ensure the colonic irrigation equipment is not connected directly to a potable water supply. Ensure equipment does not allow a backflow of faecal matter into clean water.	Cease the use of equipment until it is of an acceptable standard so faecal contamination of clean water cannot occur.	Maintain service records. Record the date of the incident, any corrective action and the reason that the incident occurred.	Regular maintenance of equipment

Appendix 3: Records/pro-formas

Client/staff specific

Client Procedures Record

Colonic Irrigation Client Record

Incident(s) Record

Equipment specific

Wax Temperature Record

Thermal Disinfection Record

Chemical Disinfection Record

Steriliser Monitoring Record

Ultrasonic Cleaner Test Record

Heat Sealer Test Record

Equipment Maintenance Record

Validation of Steriliser/Loads Record

Recommended Cleaning Frequencies

Health Act Audit Tool

Client procedures record

Premises: _____

Address: _____

_____

Telephone: _____

Facsimile: _____

Mobile: _____

Client details

Name: _____

Contact number(s): _____

Address: _____

_____

Date of birth: _____

Date of treatment	Operator's name	Treatment(s) provided	Equipment used/ type of wax used	Steriliser date(s)/ load number(s)	Comments

Colonic irrigation client record

Please print clearly and answer all the questions asked.

Name: _____ Telephone: _____

Address: _____

Suburb: _____ State: _____ Post code: _____

Date of birth: _____ Age: _____ Height: _____ Weight: _____

Occupation: _____

Doctor's name: _____ Telephone contact: _____

The following questions are being asked to identify potential risks or concerns before a procedure. All information provided is confidential and will be maintained in a secure location. The information will be available to you on request. Please write your response, or tick (✓) or circle as appropriate.

1. **Are you taking any medication at present? If yes, please state.**

_____

_____

2. **Have you had any surgery or bowel investigations in the past five years? If yes, please describe.**

_____

_____

3. **Do you have, or have suffered from, any of the following in the past three months?**

Bowel problems:

☐ Diarrhoea ☐ Constipation ☐ Blood in stools
☐ Bowel strain ☐ Rectal bleeding ☐ Ulcerative colitis
☐ Diverticulosis ☐ Crohn's Disease ☐ Haemorrhoids

Other:

☐ Arthritis ☐ Cancer ☐ Low blood sodium (hyponatremia)
☐ Stomach ulcers ☐ Diabetes ☐ Heart condition
☐ Headaches ☐ Epilepsy
☐ Bad breath ☐ Respiratory problems

Are you pregnant? ☐ Yes ☐ No

Do you have any allergies?
Please detail:

_____

_____

_____

4. **Do you have any other medical issues that the operator may need to know about relating to this procedure?**

_____

_____

5. **How often do you have bowel movements?**

☐ Once per day ☐ Twice per day ☐ Three or more times per day ☐ Other (Please specify)

_____

6. **Have you undertaken colonic irrigation before? If so, when? Did you experience any difficulties?**

_____

7. **Reason for current visit?**

_____

Colonic irrigation consent

My medical information is supplied to the best of my knowledge.

I fully understand the procedure and give my consent for the treatment of colonic irrigation. I am also aware that in some instances, depending on my present state of health, some side effects may occur, the nature of which have been explained to me. Further, I understand that certain health conditions are contra-indicated for colonic irrigation and nondisclosure of full information regarding my health history may possibly result in a detrimental outcome. Further, I will advise any changes from my present state of health for all subsequent irrigations.

Signature _____ Date _____

To be answered after the first irrigation only

Please describe your experience during your first irrigation:

_____

_____

Operator details

I declare that all aspects of the procedure, including the risks and possible side effects associated with colonic irrigation have been fully explained to the client.

Name _____ Signature _____

Date _____

Maintain accurate client progress records and keep with this history. Please note that while records are confidential, officers of the local government environmental health department and/or the Department of Human Services may request records in the event of an investigation. Officers will deal with the records according to State privacy legislation.

Incident(s) record

Premises: _____

Address: _____

_____

Telephone: _____

Facsimile: _____

Mobile: _____

Name of client/ staff member	Date and time	Description of incident: 'what occurred'	Action(s) taken: e.g. 'cold water/dressing'	Medical attention? Yes/No	WorkCover? Yes/No	Remedial action(s)	Comments

Wax temperature record

Premises: _____ Telephone: _____

Address: _____ Facsimile: _____

_____ Mobile: _____

Wax temperatures to be taken as follows:

- Opening hours of 9–5: temperature taken twice during the day
- Opening hours of 9–9: temperature taken three times during the day

Pot number: _____ Date: _____

Time: _____ Temperature: _____

Time: _____ Temperature: _____

Time: _____ Temperature: _____

Client name	Timing commenced	Timing finished	Total time

Thermal disinfection record

Premises: _____

Address: _____

_____

Telephone: _____

Facsimile: _____

Mobile: _____

Date	Equipment	Vessel type (e.g. saucepan, crockpot)	Time boiling commenced	Surface temp. (°C)	Time elapsed	Removed and dried	Name	Comments

Chemical disinfection record

Premises: _____ Telephone: _____

Address: _____ Facsimile: _____

_____ Mobile: _____

Date	Equipment	Chemical used	Surface temp. (°C)	Time immersed	Time removed	Removed, rinsed and dried	Name	Comments

Steriliser monitoring record

Premises: _____ Telephone: _____

Address: _____ Facsimile: _____

_____ Mobile: _____

Date: _____ /_____ /_____ Steriliser number: _____ Time: _____

Biological indicators used: yes / no Number used: _____

Position(s): _____

Biological indicator results:

Exposed: Number: _____ pass / fail Number: _____ pass / fail

Number: _____ pass / fail Number: _____ pass / fail

Control: pass / fail

Action(s):

_____

_____

Cross out nonapplicable items in the following table.

Cycle number	Load contents	Sterilisation cycle times*	Monitoring times (10 second intervals)	Temperature (°C)	Pressure (kpa)	Drying stage: yes/no	Chemical indicator: pass/fail	Name of Operator	Cycle: pass/fail
		A: B: C:							
		A: B: C:							
		A: B: C:							

* A = turned on
B = sterilising commenced
C = sterilising completed

Ultrasonic cleaner test record

Premises: _____

Address: _____

_____

Telephone: _____

Facsimile: _____

Mobile: _____

Date	Test: pass/fail	By whom?	Remedial action	By whom?	Repair: yes/no	Date	Company	Cost

Heat sealer test record

Premises: _____

Address: _____

_____

Telephone: _____

Facsimile: _____

Mobile: _____

Date	Test nonsterile: pass/fail	By whom?	Test sterile: pass/fail	By whom?	Remedial action	By whom?	Repair: yes/no	Date	Company	Cost

Equipment maintenance record

Premises: _____ Telephone: _____

Address: _____ Facsimile: _____

_____ Mobile: _____

Equipment	Code	How often?	Company	Test: pass/fail	Repair: yes/no	Cost	Recommission: yes/no	Replace: yes/no	Company	Code	Cost

Validation of steriliser/loads record

Premises: _____ Telephone: _____

Address: _____ Facsimile: _____

_____ Mobile: _____

Biological indicators used (for each of the three cycles)

Cycle 1

Date: _____ /_____ /_____ Steriliser number: _____ Time: _____

Number used: _____ Position: _____

Results:

Exposed: Number: _____ pass / fail Number: _____ pass / fail

Number: _____ pass / fail Number: _____ pass / fail

Control: pass / fail Action(s):

_____

_____

Cycle 2

Date: _____ /_____ /_____ Steriliser number: _____ Time: _____

Number used: _____ Position: _____

Results:

Exposed: Number: _____ pass / fail Number: _____ pass / fail

Number: _____ pass / fail Number: _____ pass / fail

Control: pass / fail Action(s):

_____

_____

Cycle 3

Date: _____ /_____ /_____ Steriliser number: _____ Time: _____

Number used: _____ Position: _____

Results:

Exposed: Number: _____ pass / fail Number: _____ pass / fail

Number: _____ pass / fail Number: _____ pass / fail

Control: pass / fail Action(s):

_____

_____

Validation of steriliser/loads record (cont.)

Premises: _____ Telephone: _____

Address: _____ Facsimile: _____

_____ Mobile: _____

Cross out nonapplicable items.

Use a separate sheet for cycles that use a sterilising stage longer than 3 minutes.

Cycle number	Load contents	Sterilisation cycle times*	Monitoring times (10 second intervals)	Temperature (°C)	Pressure (kpa)	Drying stage: yes/no	Chemical indicator: pass/fail	Name of Operator	Cycle: pass/fail
1		A: B: C:							
2		A: B: C:							
3		A: B: C:							

* A = turned on
  B = sterilising commenced
  C = sterilising completed

Recommended cleaning frequencies

Premises: _____

Address: _____

_____

Telephone: _____

Facsimile: _____

Mobile: _____

When	Item	How	Reason
After each client	Instruments/equipment Benches Chair/couch Floor (hairdressing/ colonic irrigation) Toilet (colonic irrigation) Shower (colonic irrigation)	For details on instruments/equipment, see part B, industry specific sections – cleaning, disinfection and disposal schedule. Use warm water and detergent. Rinse and dry. Sweep first, then wash Clean first, then use disinfectant as necessary. Clean first, then use disinfectant as necessary.	Cleaning is essential before either disinfection or sterilisation can occur. Cleaning removes most microorganisms. Detergents work better in warm water. Rinsing removes detergent residues. Damp surfaces attract contaminants. Disinfectants do not work in the presence of dirt. Linen requires hot water for effective cleaning. **Do not** replace stock onto damp surfaces. Sterile packaging will become unsterile.
Daily	Benches Hand basins Hair wash basins (hairdressing) Clean-up sinks Linen Floors Toilet(s)	Use warm water and detergent. Rinse and dry. Rinse and dry. Rinse and dry. Use hot rather than warm water. Sweep free of debris first. Clean first then use disinfectant as necessary.	

When	Item	How	Reason
Weekly	Cupboards	Use warm water and detergent.	
	Equipment trolley	Use warm water and detergent.	
	Open shelving	Rinse and dry.	
	Bins	Rinse and dry.	
	Stock containers	Rinse and dry.	
	Water towers (colonic irrigation)	Use chlorine disinfectant regime.	
	External tank equipment (colonic irrigation)	Wash with warm water and detergent and dry. ↓ Wipe over with a hospital-grade surface disinfectant.	
	Internal water tank (colonic irrigation)	Fill tank with sodium hypochlorite solution. ↓ Leave 10 minutes. ↓ Rinse thoroughly using two tank fulls of water.	
	Floors, walls and other fittings (colonic irrigation)	Wash with warm water and detergent and dry. ↓ Wipe over with a hospital grade surface disinfectant.	
Quarterly or if soiled	Screens	Use warm water and detergent.	
	Walls	Rinse and dry.	
	Curtains	Use hot water rather than warm water.	

Health Act audit tool

Business name: _____ Premises no.: _____ Date for follow-up inspection: _____

Address: _____

Proprietor: _____

Skin penetration process(s): _____

Date: _____ Time: _____

Environmental health officer: _____

Comments: _____

_____

Category 1: premises design and workflow	Compliance		CCP (critical control point)	Comments
	YES	NO		
1.1 Designated zones 1.1.1 Skin penetration area separate from the cleaning area 1.1.2 Workflow following the sequence of soiled ➔ clean ➔ sterile			CCP	
1.2 Hand basin 1.2.1 Hands-free hand basin in the immediate skin penetration area 1.2.2 Hot and cold water from a single outlet with liquid soap/paper towels			CCP	
1.3 Sink 1.3.1 Sink used for manual cleaning of instruments and other cleaning uses			CCP	
1.4 Organisation 1.4.1 Premises that are uncluttered to facilitate cleaning				
1.5 Floor/walls/ceiling 1.5.1 Constructed of smooth/nonporous materials for ease of cleaning 1.5.2 Clean and in good repair				
1.6 Fittings/furniture 1.6.1 Constructed of smooth/nonporous materials for ease of cleaning 1.6.2 Clean and in good repair				
1.7 Toilets 1.7.1 Provided for staff: clean and in good repair 1.7.2 Hand basin with hot and cold water and liquid soap/paper towels				
1.8 Lighting and ventilation 1.8.1 Good lighting in areas for performing skin penetration and cleaning of instruments 1.8.2 Efficient ventilation throughout the premises				

Category 2: cleaning of premises and instruments	Compliance		CCP (critical control point)	Comments
	YES	NO		
2.1 Collection containers for soiled instruments 2.1.1 Readily cleanable and suitable 2.1.2 Located in the 'soiled area' of the cleaning zone 2.1.3 Appropriately labelled				
2.2 Manual cleaning procedures 2.2.1 Correct manual cleaning procedures for instruments		CCP		
2.3 Detergents for manual cleaning that conform with AS/NZS4815:2001 2.3.1 Use of detergents 2.3.2 Use of bulk solutions				
2.4 Equipment for manual cleaning 2.4.1 Suitable equipment for cleaning instruments and articles 2.4.2 Storage and cleanliness of equipment				
2.5 Soiled linen 2.5.1 Commercially laundered or washed with hot water				
2.6 Cleaning of premises 2.6.1 Routine cleaning schedule 2.6.2 Cleaning equipment				

Category 3: packaging and loading	Compliance		CCP (critical control point)	Comments
	YES	NO		
3.1 Materials 3.1.1 Suitable packaging used 3.1.2 Sufficient stock available and packaging not reused				
3.2 Labelling 3.2.1 Steriliser bags labelled appropriately				
3.3 Sealing 3.3.1 Packages correctly sealed				
3.4 Loading *Steriliser with a drying cycle* 3.4.1 Correct loading of bags 3.4.2 Correct loading of steriliser *Steriliser without a drying cycle* 3.4.3 Used only to process unwrapped items 3.4.4 Placement of instruments on a perforated or mesh tray				

Category 4: Sterilisation	Compliance YES	Compliance NO	CCP (critical control point)	Comments
4.1 Monitoring of the sterilisation cycle				
Sterilisation cycle monitored by one of the following methods				
4.1.1 Physical monitoring with an external chemical indicator				
4.1.2 Chemical monitoring			CCP	
4.2 Unloading				
For wrapped instruments				
4.2.1 Removal of packages				
4.2.2 Integrity of packages				
For unwrapped instruments				
4.2.3 Removal of unwrapped instruments				
4.3 Off-site sterilisation				
4.3.1 Cleaning and transport of instruments/articles off site				
4.3.2 Transport of sterile instruments/articles back to the premises			CCP	
4.4 Maintenance of the steriliser				
Steriliser weekly maintenance				
4.4.1 Weekly maintenance documented				
Steriliser general maintenance				
4.4.2 General maintenance documented			CCP	

Category 5: Storage and handling of stock	Compliance YES	Compliance NO	CCP (critical control point)	Comments
5.1 Sterile instruments				
Wrapped sterile instruments				
5.1.1 Storage of sterile stock				
5.1.2 Rotation of sterile packages				
Unwrapped sterile instruments				
5.1.3 Immediate use				
5.2 Staff personal items				
5.2.1 Area allocated for staff personal items				
5.3 Linen				
5.3.1 Storage of linen				

Category 6: Waste	Compliance YES	Compliance NO	CCP (critical control point)	Comments
6.1 Contaminated needles				
6.1.1 Disposal of contaminated needles				
6.1.2 Storage and removal of sharps containers			CCP	
6.2 Clinical and related waste				
6.2.1 Disposal of clinical and related waste				
6.2.2 Storage and removal of clinical and related waste			CCP	
6.3 Linen				
6.3.1 Storage of soiled linen				
6.4 Other waste				
6.4.1 Receptacles provided for other waste generated				

Category 7: Occupational health and safety	Compliance YES	Compliance NO	CCP (critical control point)	Comments
7.1 Hepatitis B immunisation 7.1.1 Staff offered/made aware of hepatitis B immunisation 7.1.2 Documentation of staff immunisation				
7.2 Protective clothing/articles 7.2.1 Wearing by staff of clean and/or protective clothing 7.2.2 Covering of broken skin/infections on hands 7.2.3 Protective clothing/articles for manual cleaning of instruments				
7.3 Occupational exposure protocol 7.3.1 Protocols for occupational exposure 7.3.2 Occupational exposure incidents documented				
7.4 Blood/body fluid protocol 7.4.1 Protocol for blood/body fluid exposure 7.4.2 Documentation of blood/body fluid exposure incidents				
7.5 Bleeding during skin penetration protocol 7.5.1 Protocol for blood loss during a skin penetration process 7.5.2 Bleach available for clean-up procedures				

Category 8: Staff training	Compliance YES	Compliance NO	CCP (critical control point)	Comments
8.1 Records kept of staff training needs				

Category 9: Tattooing	Compliance YES	Compliance NO	CCP (critical control point)	Comments
9.1 Processing of instruments 9.1.1 Correct processing of instruments after use 9.1.2 Disposal of single-use items into the correct waste receptacles			 CCP	
9.2 Use of gloves 9.2.1 Gloves worn when tattooing 9.2.2 Gloves changed when interrupted during tattooing 9.2.3 Integrity of gloves during the skin penetration process			CCP	
9.3 Equipment sharing 9.3.1 No equipment sharing between tattooists when working on clients			CCP	
9.4 Application of skin disinfectants/lotions/petroleum jelly 9.4.1 Composition of skin disinfectants 9.4.2 Dispensing of skin disinfectants and other preparations 9.4.3 Application of the stencil 9.4.4 Disposal of dispensed preparations			CCP	
9.5 Use of inks 9.5.1 Water for rinsing needles 9.5.2 Preparation of inks 9.5.3 Disposal of inks			CCP	
9.6 Wipes/paper towels 9.6.1 Wipes/paper towel dispensed to prevent contamination 9.7 Client surfaces 9.7.1 Cleaning of client's chair between use			CCP	
9.8 Work surfaces 9.8.1 Preparation of work surfaces				
9.9 After-care advice/dressings 9.9.1 After-care advice and application of dressing/bandage				
9.10 Hand washing 9.10.1 Appropriate hand washing				
9.11 Ultrasonic cleaner 9.11.1 Preparation for use 9.11.2 Operation 9.11.3 Daily maintenance 9.11.4 General maintenance				
9.12 Client documentation 9.12.1 Client details 9.12.2 Tracing of critical and semi-critical instruments				

Category 10: Body piercing	Compliance YES	Compliance NO	CCP (critical control point)	Comments
10.1 Processing of instruments 10.1.1 Correct processing of instruments after use 10.1.2 Disposal of single-use items into correct waste receptacles			CCP	
10.2 Use of gloves 10.2.1 Gloves worn when providing service to client 10.2.2 Integrity of gloves during the skin penetration process			CCP	
10.3 Sterilisation of jewellery 10.3.1 Use of sterile jewellery on client			CCP	
10.4 Application of skin disinfectants/lotions 10.4.1 Composition of skin disinfectants 10.4.2 Dispensing of skin disinfectants and other preparations 10.4.3 Disposal of dispensed preparations			CCP	
10.5 Client surfaces 10.5.1 Cleaning of client's couch between uses				
10.6 Work surfaces 10.6.1 Preparation of work surfaces				
10.7 After-care advice/dressings 10.7.1 After-care advice and application of dressing/bandage				
10.8 Hand washing 10.8.1 Appropriate hand washing				
10.9 Documentation 10.9.1 Client details 10.9.2 Tracing of critical and semi-critical instruments				

Category 11: Electrolysis	Compliance YES	Compliance NO	CCP (critical control point)	Comments
11.1 Processing of instruments 11.1.1 Correct processing of instruments after use 11.1.2 Disposal of single-use items into correct waste receptacles			CCP	
11.2 Use of gloves 11.2.1 Gloves worn when providing service to client 11.2.2 Integrity of gloves during the skin penetration process			CCP	
11.3 Application of skin disinfectants/lotions 11.3.1 Composition of skin disinfectants 11.3.2 Dispensing of skin disinfectants and other preparations 11.3.3 Disposal of dispensed preparations			CCP	
11.4 Client surfaces 11.4.1 Cleaning of client's couch between uses				
11.5 Work surfaces 11.5.1 Preparation of work surfaces				
11.6 After-care advice 11.6.1 After-care advice to client				
11.7 Hand washing 11.7.1 Appropriate hand washing				
11.8 Documentation 11.8.1 Client details 11.8.2 Tracing of critical and semi-critical instruments				

Category 12: Cosmetic tattooing	Compliance		CCP (critical control point)	Comments
	YES	NO		
12.1 Processing of instruments 12.1.1 Correct processing of instruments after use 12.1.2 Disposal of single-use items into correct waste receptacles			CCP	
12.2 Use of gloves 12.2.1 Gloves worn when providing service to client 12.2.2 Integrity of gloves during the skin penetration process			CCP	
12.3 Application of skin disinfectants/lotions 12.3.1 Composition of skin disinfectants 12.3.2 Dispensing of skin disinfectants and other preparations 12.3.3 Disposal of dispensed preparations			CCP	
12.4 Use of inks 12.4.1 Use of sterile and nontoxic inks 12.4.2 Disposal of inks			CCP	
12.5 Client surfaces 12.5.1 Cleaning of client's couch between uses				
12.6 Work surfaces 12.6.1 Preparation of work surfaces				
12.7 After-care advice 12.7.1 After-care advice and application of dressing/bandage				
12.8 Hand washing 12.8.1 Appropriate hand washing				
12.9 Documentation 12.9.1 Client details 12.9.2 Tracing of critical and semi-critical instruments				

Summary of critical controlpoints

Critical control points	Breach (↔ = breach)	Action taken
1 General categories		
1.1 Designated zones		
1.2 Hand basin		
1.3 Sink		
2.2 Manual cleaning procedures		
3.4 Loading		
4.1 Monitoring of the sterilisation cycle		
4.3 Off-site sterilisation		
4.4 Maintenance of the steriliser		
6 Waste		
6.1 Contaminated needles		
6.2 Clinical and related		
9 Tattooing		
9.1 Processing of instruments		
9.2 Use of gloves		
9.3 equipment sharing		
9.4 Application of skin disinfectants/lotions/petroleum jelly		
9.5 Use of inks		
9.6 Wipes and paper towels		
10 Body piercing		
10.1 Processing of instruments		
10.2 Use of gloves		
10.3 Sterilisation of jewellery		
10.4 Application of skin disinfectants/lotions		
11 Electrolysis		
11.1 Processing of instruments		
11.2 Use of gloves		
11.3 Application of skin disinfectants/lotions		
12 Cosmetic tattooing		
12.1 Processing of instruments		
12.2 Use of gloves		
12.3 Application of skin disinfectants/lotions		
12.4 Use of inks		

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