



Registered Premises

Information Pack

(PERSONAL CARE & BODY ART INDUSTRY)



Index

Introduction	1
What premises need to be registered?	1
Registration	2
Standards and Requirements for Registered Premises	3
1 Walls and Ceiling	3
2 Floor	3
3 Procedure Rooms	3
4 Wash Hand basins	3
5 Equipment and Furniture	3
6 Cleanliness of Premises and Equipment	3
7 Cleaning Area and Equipment Sinks	3
8 Linen	4
9 Lighting and Ventilation	4
10 Disposal of waste	4
11 Handling and disposal of sharps	4
12 Dispensing	4
13 Animals	4
14 Records	4
15 Personal Hygiene	4
16 Staff Room	4
Industry specific requirements	5
▪ Beauty therapy/Hairdressing	5
• Body art - tattooing and piercing	5
• Sterilisation	5
• Colonic Irrigation	6
Home Hair and/or Beauty Salons	7
Mobile Hairdressers and/or Beauty Therapies	7
Appendix 1 – Example Floor Plan 1 (Beauty Salon)	8
Appendix 2 – Example Hair Salon Floor Plan 2 (Hairdresser)	9

For further information please Glenelg Shire Council's Environmental Health Team.

Telephone 03 5522 2229

Email: health@glenelg.vic.gov.au

Note:

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

Introduction

The following information will assist in setting up, opening and operating a health premises by detailing structural and registration requirements in accordance with the *Public Health and Wellbeing Act 2008* & *Public Health and Wellbeing Regulations 2019*.

If you are considering purchasing an existing health premises or fitting out a new premises, it is strongly recommended you consult with Council's Planning, Building and Health units prior to any building or structural work commencing to seek advice and to obtain any relevant approvals.

Further information can be obtained from the *Department of Health – Infection Prevention and Control Guidelines for Hair, Beauty, Tattooing and Skin Penetration 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 copy of the guidelines can be downloaded from: [Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries \(health.vic.gov.au\)](http://health.vic.gov.au/infection-prevention-and-control-guidelines-for-hair-beauty-tattooing-and-skin-penetration-industries)

What premises need to be registered?

Any business within the Glenelg Shire undertakes the activities listed below is required to be registered with the Glenelg Shire Council under the *Public Health and Wellbeing Act 2008*:

Premises that offer surgical or medical procedures/services are not required to be registered with Council as they are regulated under alternate legislation.

Beauty Therapy.

A procedure to maintain, alter or enhance a person's appearance, not including any surgical or medical procedure by –

- (a) facial or body treatment.
- (b) application of cosmetics.
- (c) manicure or pedicure.
- (d) application or mending of artificial nails.
- (e) Hair removal, by electrolysis, hot or cold wax, this does not include hairdressing.

Hairdressing.

A service to maintain, alter or enhance a person's appearance in relation to their facial or scalp hair by cutting, trimming, styling, colouring, treating or shaving.

Skin Penetration.

Any procedure performed, not being surgical or medical, involving piercing, cutting, scarring, branding, scraping, puncturing, or tearing of their skin or mucous membrane using an instrument.

Tattooing.

A process of penetrating a person's skin for the purpose of inserting colour pigments to make a permanent mark, pattern or design on the skin; or to make a semi-permanent mark, pattern or design on the skin including the process of applying semi-permanent make-up or cosmetic tattooing.

Colonic Irrigation.

A process involving the use of a fluid to cleanse the colon of a person; or involving the insertion of a tube into the colon of a person for the purpose of cleansing the colon.

Registration

If you are opening a new health premises, an application to register the premises is required to be lodged. If you purchase an existing business the registration can be transferred to the new owner. You must apply to transfer the registration to the new proprietor before they take ownership. This is the responsibility of both parties. Whether you are applying for a new registration or transferring an existing registration, a form needs to be lodged, fees paid, relevant information supplied, and an inspection of the premises is carried out by the council's Environmental Health Officer.

There are 2 types of health premises registrations, high and low risk. Details of these registrations are outlined below.

High Risk – 12 month registration.

Premises such as beauty therapy offering facial/body treatments, manicure or pedicure, waxing or hair removal, skin penetration and tattooing all require an annual registration that applies from 1 January to 31 December each year.

During this registration period an Environmental Health Officer must carry out at least 1 inspection of the premises. If this inspection has not been done, Council cannot renew the premises registration.

A premises is not restricted to 1 inspection, if the Environmental Health Officer deems it necessary the premises may have multiple inspections, these can be carried out with or without prior knowledge of the business owner.

Low Risk – Notification registration only

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

Current legislation does not require the registration of massage only businesses.

Registration process.

Before opening the premises to clients, you are required to register with your local Council.

To do so you will need to complete and lodge the following.

1. Glenelg Shire Council Application for Registration Form
2. Information regarding operational processes for cleaning and sanitising equipment, fittings and fixtures; and
3. Detailed floor plan of the interior layout of the premises including: (see Appendix 1 & 2 for examples of two acceptable floor plans)
4. Payment of applicable registration fee.
5. Compliant inspection of premises by Councils Environmental Health Officer.

Standards and Requirements for Registered Premises

The *Public Health and Wellbeing Regulations 2019* set out the requirements and standards for registered premises. A brief overview of these requirements is listed below.

1. Walls and Ceiling

Internal walls and ceilings of the premises must be constructed to provide a smooth, even and impervious surface which is free from open joints, cracks and crevices. The finished surface must be able to be effectively cleaned and sanitised.

All gaps, open joints, cracks and crevices that could collect dust, hair, lint etc. must be sealed on all walls, floors and ceiling to enable easy cleaning.

2. Floor

All treatment area flooring must be finished in a smooth, non-slip, impervious material that can be readily cleaned. Suitable flooring includes linoleum, tiles, sealed timber, polished cement etc.

3. Procedure Rooms

Procedure rooms should not be less than 2.5 square metres to ensure safe movement within the room for clients and treating practitioner and all required equipment and sinks.

4. Hand Wash basins

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

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 washing facility. All other establishments must have separate hands-free hand wash basins installed in a suitable and accessible location (i.e. within the immediate area).

5. Equipment and Furniture

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

6. Cleanliness of Premises and Equipment

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 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.

7. Cleaning Area and Equipment Sinks

The cleaning area should be designed to ensure movement of instrument/equipment in a logical direction from dirty to cleaned to sterile. A hand washing sink or hair wash basin cannot be used for cleaning instruments or equipment.

The equipment washing sinks must be suitably sized, with hot and cold running water supplied through a single outlet. The hot water is required to be not less than 70°C.

8. Linen

A dedicated storage area of linen is required to reduce the 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.

9. Lighting and Ventilation

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

10. Disposal of waste

All clinical waste (commonly called 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.

11. Handling and disposal of sharps

When using sharps for skin penetration all precautions should be taken to avoid needle stick injuries and the possibility of transmission of blood borne diseases.

Sharps containers are to be placed in a secure location. When the container is full, seal and dispose according to EPA requirements.

12. 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 be disposed of and NOT returned to its original packaging or used on any other client.

Product lids, dispensers, nozzles, bottles, and pump outlets require regular cleaning by washing them in warm water and detergent, rinsing under hot running water and then dried using a lint-free cloth.

Never top up pump or spray bottles, these too must be cleaned thoroughly regularly and before refilling.

13. Animals

All animals are not permitted on the premises except certified guide dogs or assistant animals.

14. Records

It is important for all registered premises to keep accurate records of every procedure carried out for 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 or colonic irrigation industry requirements please see the industry specific requirements.

15. Personal Hygiene

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

16. Staff Room

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

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 Infection Prevention and Control Guidelines for Hair, Beauty, Tattooing and Skin Penetration Industries available at [Department of Health Infection prevention and control guidelines](#)

Beauty therapy/ Hairdressing

The Public Health Wellbeing Act (PHWA) and the Public Health Wellbeing Regulations (PHWR) place minimum standards on businesses regarding cleanliness. These standards require the proprietor or occupier to:

- Have hand washing facilities that are easily accessible by staff.
- The premises 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.
- All instruments or equipment must be clean before being used on a person.
- Any instruments or equipment used for penetrating the skin is sterile at the time of use.
- All instruments or equipment which has penetrated the skin of a person or is contaminated with blood are immediately destroyed or disposed of; or sterilized in accordance with the provisions outlined in the Public Health Wellbeing Regulations.

Body art - tattooing and piercing

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

- Hand washing facilities are easily accessible by staff.
- The premises 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.
- Any instruments or equipment 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.
- Any instruments or equipment which has penetrated the skin of a person or is contaminated with blood is immediately destroyed or disposed of or sterilised in accordance with the provisions outlined below.

Sterilisation

Any instruments or equipment which have penetrated the skin or is contaminated with blood must be sterilized. Any instruments or equipment must be thoroughly cleaned and rinsed then sterilized by steam under pressure, or dry heat.

Steam sterilizing process is as follows:

- 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 instruments or equipment are sterilised by using dry heat, it must be undertaken at a heat of 160°C for a minimum of 120 minutes.

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 for 'body piercing', 'oral piercing' and 'tattooing' that you can provide to your clients as part of these requirements. Copies can be obtained from the Department's Infectious Diseases website at [Notices about scope of registration and client information sheets](#).

Client Records

The proprietor or occupier of tattooing and body piercing premises are required to maintain 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.

Colonic Irrigation

The procedure room requirements:

- 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. Moveable heating or cooling units should not be used as 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 ensuite.
- Have an ensuite shower.
- Have paper towel on client couch.
- Have paper towel for each client to clean himself/herself after the irrigation procedure.
- Have two waste receptacles: one for clinical and related waste (for any item contaminated with blood) and the other for single use items.

PHWA and PHWR place minimum standards on businesses regarding cleanliness. These standards require the clinician to:

- Keep the premises 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.
- Any instruments or equipment is clean before it is used on a person.
- All instruments or equipment intended to be used for penetrating the skin is sterile at the time of use.
- 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 [Notices about scope of registration and client information sheets](#)

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 premises.

Mobile Hairdressers and/or Beauty Therapists

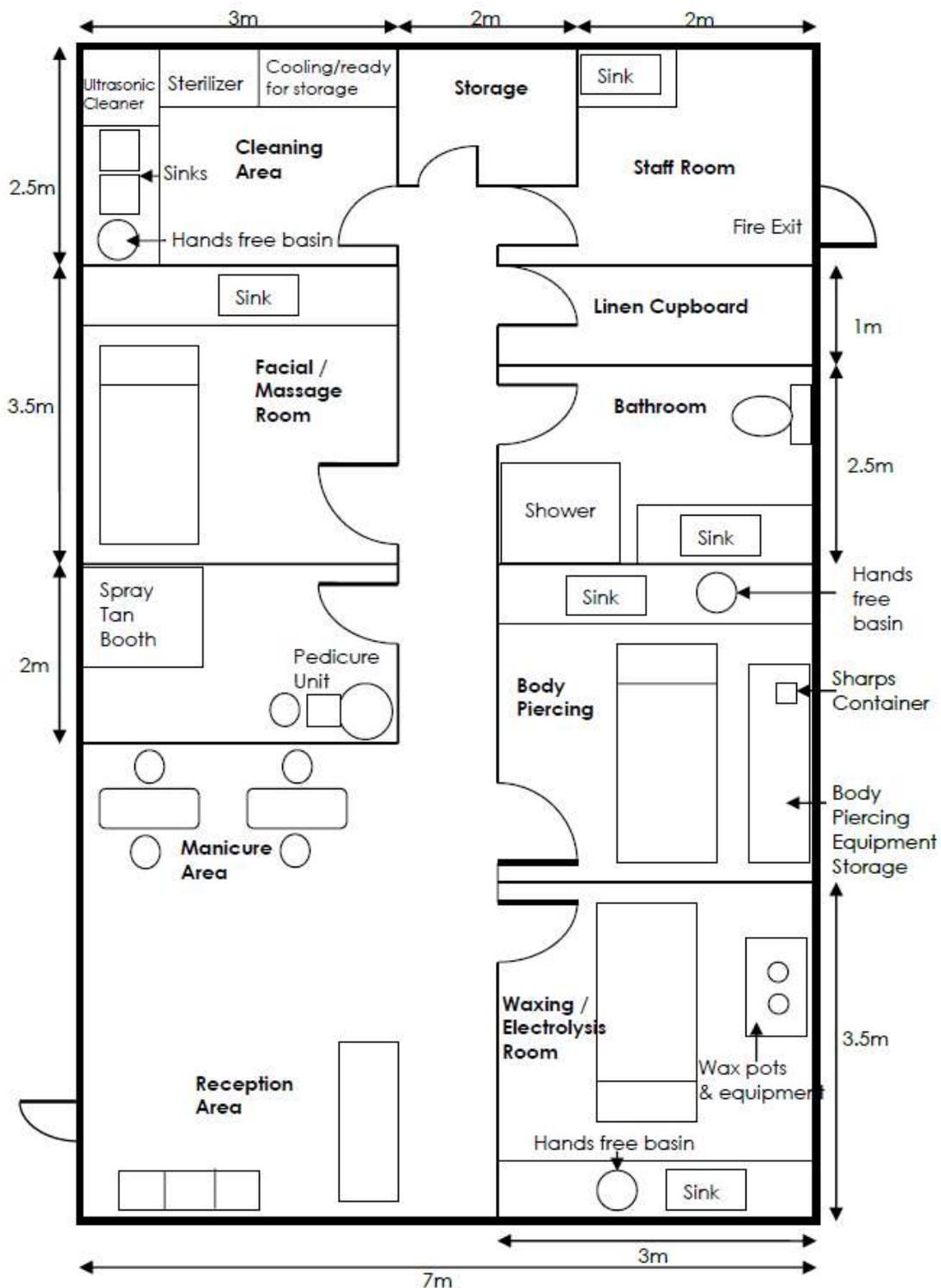
Some procedures such as hairdressing, hairstyling, manicures, pedicures and make-up can be conducted in the client's home or other settings such as hotel or nursing home.

Mobile operators must be registered with the local council using their principle place as residence as the registered premises.

The operator 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.

Appendix 1 – Example Floor Plan 1 (Beauty Salon)

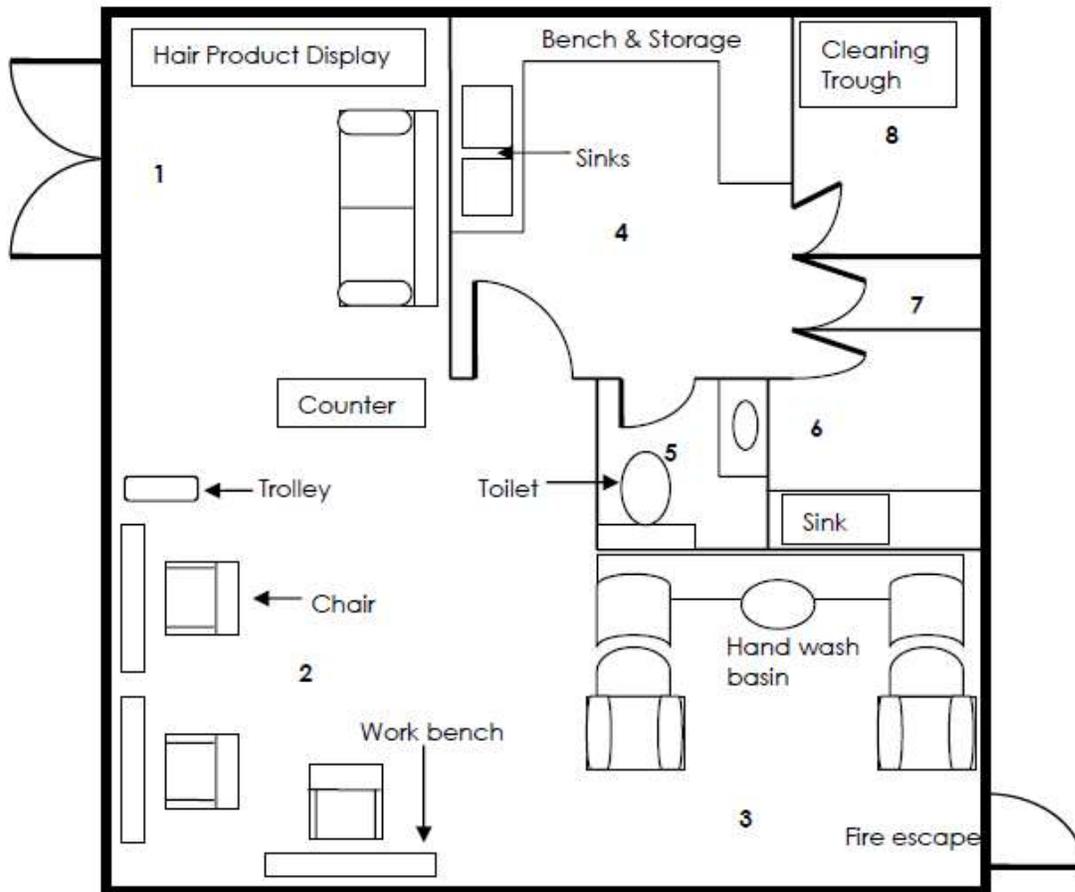


Floors – Vinyl throughout premises, except bathroom has been tiled.

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



No.	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