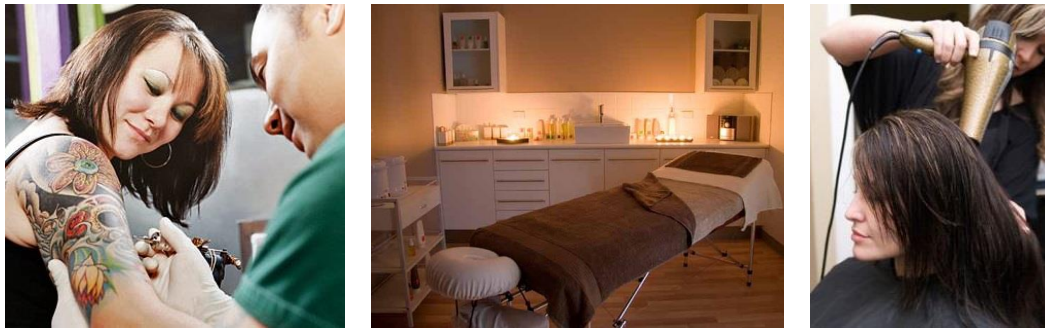
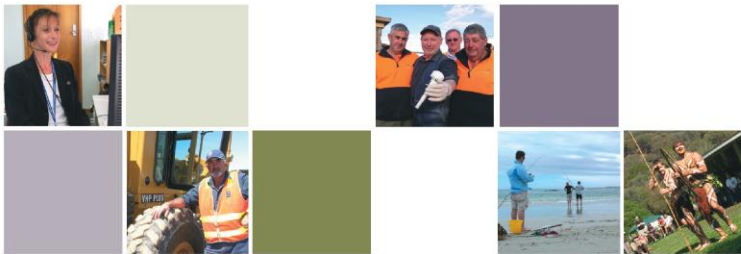




Health Premises Guide



Moyne Shire - a safe, vibrant, liveable, and prosperous community



1. Introduction	3
2. Legislation.....	3
3. What is a Registered Health Premises?	4
4. Before Applying for Registration....	5
5. Registration	5
6. Standards and Requirements for Registered Health Premises	6
6.1. Walls	6
6.2. Floor	6
6.3. Ceiling	6
6.4. Gaps/Joints	6
6.5. Procedure Rooms	6
6.6. Wash Hand basins	6
6.7. Equipment and Furniture	7
6.8. Cleanliness of Premises and Equipment	7
6.9. Cleaning Area and Equipment Sinks.....	7
6.10. Linen	7
6.11. Lighting and Ventilation	7
6.12. Disposal of waste	7
6.13. Handling and disposal of sharps	8
6.14. Dispensing	8
6.15. Animals	8
6.16. Records	8
6.17 Personal Hygiene	8
6.18 Staff Room	8
7. Industry-specific requirements	9
7.1. Beauty therapy	9
7.2. Body art - tattooing and piercing	9
7.3. Hairdressing	9
7.4. Colonic Irrigation	10
8. Home Hair and/or Beauty Salons	10
9. Mobile Hairdressers and/or Beauty Therapies	10
10. Further Information	11
 Appendix 1 Applying for Registration – Checklist.....	 12



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 health (hairdressing, beauty parlour, skin penetration and/or colonic irrigation) business in Moyne Shire Council.

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

Further information can be obtained from Department of Health – *Health guidelines for Personal Care & Body Art Industries*. These guidelines reflect current legislative requirements and benchmark industry standards. These guidelines provide information on general infection control and prevention to assist these practices. A copy of the guidelines may be downloaded from:

[Health Guidelines for Personal Care & Body Art Industries](#)

2. Legislation

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

- The premises must be kept clean.
- Any article used for penetration 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.
- Operators must keep themselves and their clothing clean, and have no exposed, cuts, abrasions or wounds.
- Proprietors must provide written health information to each client about the potential health risks associated with skin penetration procedures.



3. What is a Registered Health Premises?

The following classes of registered premises are all required to be registered with Moyne Shire Council under the *Public Health and Wellbeing Act*.

Beauty Therapy means a procedure, not including any surgical or medical procedure, intended to maintain, alter or enhance a person's appearance, including by:

- a) facial or body treatment
- b) application of cosmetics
- c) manicure or pedicure
- d) application or mending of artificial nails
- e) epilation, including by electrolysis or hot or cold wax; 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
- 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
- b) to make a semi-permanent mark, pattern or design on the skin including the process of applying semi-permanent make-up or cosmetic tattooing



4. Before Applying for Registration

If you are considering purchasing and/or constructing hairdressing, beauty parlour, skin penetration and/or colonic irrigation premises it is important that you read this information guide and the Department of Health – *Health guidelines for Personal Care & Body Art Industries* at the beginning of your process.

[Health Guidelines for Personal Care & Body Art Industries](#)

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

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

5. Registration

In the Moyne Shire Council all colonic irrigation, hairdressing, beauty parlour and/or skin penetration establishments are registered annually from January 1st to December 31st. Please see the following registration form for new premises:

http://www.moyne.vic.gov.au/files/assets/public/documents/our-services/public-health/application_for_registration_of_health_premises.pdf

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

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

1. Public Health and Wellbeing Act Registration Form
2. Applicable registration fee
3. Information regarding operational processes for cleaning and sanitising equipment, fittings and fixtures
4. Floor plans of the interior layout of the premises

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

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

http://www.moyne.vic.gov.au/files/assets/public/documents/our-services/public-health/application_to_transfer_registration_of_health_premises.pdf



6. 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.

6.1. 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.

6.2. 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.

6.3. 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).

6.4. Gaps/Joints

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

6.5. 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.

6.6. Hand Wash basins

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

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

The hand-wash basin 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 separate hand-wash facilities.



6.7. Equipment and Furniture

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

6.8. 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.

6.9. Cleaning Area and Equipment Sinks

The cleaning area should be designed to ensure movement of 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.

6.10. 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.

6.11. Lighting and Ventilation

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

6.12. 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.



6.13. 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. Sharps containers are available from Council for hairdressing and beauty salons.

6.14. 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, 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.

6.15. Animals

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

6.16. Records

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

Operators should also ensure 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.

[Health Guidelines for Personal Care & Body Art Industries](#)

6.17 Personal Hygiene

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

6.18 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.



7. Industry-specific requirements

7.1. Beauty therapy

Please refer to *Part B Section 1* in *Health Guidelines for Personal Care and Body Art Industries* for procedures on methods of removing hair; manicure, pedicure and nail treatments; facials; cosmetic tattooing; electrodes for muscle stimulation; and other beauty procedures.

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 with health information on your industry related procedure, please see the following link:

[Health Guidelines for Personal Care & Body Art Industries](#)

7.2. Body art - tattooing and piercing

Please refer to *Part B Section 2* in *Health Guidelines for Personal Care and Body Art Industries* for procedures for client records; preparation of work area and equipment; bleeding; dispensing; tattooing; and body piercing procedures.

If you would like a 'Body Art cleaning, disinfection and disposal schedule' for your wall and/or records, or if you would like to provide your clients with health information please see the following link:

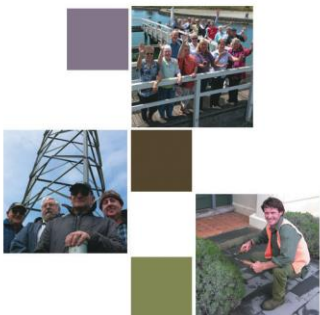
<https://www2.health.vic.gov.au/Api/downloadmedia/%7B2FD5585B-66CF-48B8-B315-7449F83EF9F6%7D>

7.3. Hairdressing

Please refer to *Part B Section 3* in *Health Guidelines for Personal Care and Body Art Industries* for procedures for general hairdressing cleansing and sanitising procedures.

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 with health information on your industry related procedure, please see the following link:

<https://www2.health.vic.gov.au/Api/downloadmedia/%7BEABAD4A1-F594-4D14-AD69-33F39EF40CF1%7D>



7.4. 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 wash basin with hot and cold running water supplied through a single outlet, liquid soap and paper towels;
- Have a toilet for the exclusive use of the client, located in the procedure room or as an 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; *and*
- Have two waste receptacles: one for clinical and related waste (for any item contaminated with blood) and the other for single use items.

For information regarding procedure, risks, client records, equipment and waste disposal, cleaning and disinfection procedures of colonic irrigation, please refer to *Part B Section 4* in *Health Guidelines for Personal Care and Body Art Industries*.

If you would like to provide your clients with health information on your industry related procedure, please see the following link:

<https://www2.health.vic.gov.au/Api/downloadmedia/%7B0C55D604-90FD-49F6-A356-E7A349F7C1E6%7D>

8. Home Hair and/or Beauty Salons

Hair and Beauty Salons can be located at your place of residence; however, the premises must be registered with Council and must meet the same requirements as any other hair and/or beauty establishment/service. Ensure that you contact Council's Planning Departments for any permits that may be required.

9. Mobile Hairdressers and/or Beauty Treatments

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



Mobile operators must be able to demonstrate compliance with the Department of Health - *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 or waxing are **not permitted**.

10. Further Information

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

Moyne Shire Council Environmental Health Unit

Ph:55680555

Fax: 55682515

PO BOX 51 PORT FAIRY VIC 3284

Website: www.moyne.vic.gov.au



Appendix 1 – Registration Checklist

Registration Checklist

To ensure your application can be processed quickly please check 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 e.g. Council Planning and Building Departments
- Obtain an Application to Register Health Premises from Council's website.
<http://www.moyne.vic.gov.au/Our-Services/Public-Health/Public-health-forms>
- Develop site plan of premises.
- 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.

And finally...

- Submit application form, together with a floor plan, operational procedures for cleaning and sanitising, and the appropriate registration fee.
- Arrange for on-site assessment of premises with Council's Environmental Health Officer.

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

For further information please contact:

Moyne Shire Council Environmental Health Unit

Ph:55680555

Fax: 55682515

PO BOX 51 PORT FAIRY VIC 3284

Website: www.moyne.vic.gov.au

Information Guide adapted from existing Warrambool City Council and Victorian Department of Health information. Moyne Shire Council acknowledges these sources.







Website ➤ www.moyne.vic.gov.au
Email ➤ moyne@moyne.vic.gov.au
Local call number ➤ 1300 656 564
SMS text number ➤ 0429 166 506
Postal address
 PO Box 51
 PORT FAIRY VIC 3284



Port Fairy office

Corner Princes and Cox Streets
 PORT FAIRY VIC 3284
 Phone (03) 5568 0555
 Fax (03) 5568 2515

Mortlake office

Jamieson Avenue
 MORTLAKE VIC 3272
 Phone (03) 5558 7888
 Fax (03) 5599 2304

Macarthur office

High Street
 MACARTHUR VIC 3286
 Phone (03) 5552 2222
 Fax (03) 5576 1082

