

Premises Development Guide

Public Health & Wellbeing Act 2008

Introduction

The City of Whittlesea's Health Services Department welcomes your interest in developing a premises to be registered under the Public Health & Wellbeing Act in the municipality and we hope you find this guide useful. This guide will help you design your Public Health & Wellbeing Act premises efficiently and effectively to comply with the current Victorian legislation. We encourage you to read this guide before discussing your proposal with one of Council's Environmental Health Officers.

Application of guide

This guide is to be used by developers of new premises and existing premises that are undergoing alterations or renovations. It should be read in conjunction with the Health Guidelines for Personal Care and Body Art Industries on the Department of Health and Human Services website.

What is a public health & wellbeing act premises?

Public Health & Wellbeing Act premises have been identified under the Public Health & Wellbeing Regulations 2009 as operations which could potentially spread infections. During procedures that involve skin penetration it is possible for viruses such as HIV, Hepatitis B and C to be transmitted from the skin or blood of one person into the bloodstream of another person. Procedures that do not involve skin penetration may also spread infections such as staphylococcal infections, including impetigo and fungal infections. Therefore industry specific activities such as beauty, skin penetration, tattooing, colonic irrigation, hairdressers including mobile hairdressers are required to register with Council under the Public Health & Wellbeing Act 2008.

Mobile tattooing, body piercing, beauty treatment & electrolysis

None of these types of activities are permitted due to the high risk of spread of infection.

Private homes

Public Health & Wellbeing Act registrations can be granted for businesses operating from private homes but they must meet the following conditions:

- Planning approval to conduct a home occupation. For further information please contact Council's Planning Services Department on 9217 2236.
- If you are required to build, extend or structurally alter your home you should contact Council's Building Services Department on 9217 2259
- Once all of the above conditions are satisfied then an application can be made to the Health Services Department.

What do you need to do?

Step 1 - Discussion of Proposal

Before undertaking any works, prospective operators are advised to discuss the proposal with one of Council's Environmental Health Officers. A rough sketch layout of your proposal will assist in this preliminary process.

Step 2 – Plan Approval Service

It is recommended that before undertaking any works you should submit plans of your premises for approval.

The application form for the plan approval service can be requested from Health Services or can be downloaded from our website.

The process for plan approval is as follows:

- Provide Council's Health Services Department with two (2) copies of detailed plans drawn to a scale not less than 1:100. The plans are to:
 - show every part of the premises including yards and outbuildings.
 - show the location and type of all fixtures, equipment, furniture, shelving, benches, etc.
 - include specifications describing the type of materials to be used in the construction and finish of all floors, walls, ceilings, partitions, benches, shelving, fittings, cupboards and all fixtures and equipment.
 - provide an explanation of the work processes to be carried out in each room, compartment or part of the establishment.
- Complete an application form for plan approval and submit, together with the required fee, two (2) detailed plans and specifications.

Step 3 – Plan and Specifications Approved

- Plans and specifications will be processed and approved within seven working days from the date of submission. This is assuming that all information is provided and that the plans and specifications comply with current regulations. A copy of the approved plan will be mailed to the applicant and it is recommended that this copy be on site during the construction phase of the premises.
- You will need to consult with the Environmental Health Officer who approved your plan and specification to organise progress inspections of the construction phase of your premises.
- A final inspection is required just prior to the opening of your premises. If the Environmental Health Officer is satisfied with the construction of your premises and that current regulations are complied with, then they will issue you with a Public Health & Wellbeing Act Application for Registration form.
- The Public Health & Wellbeing Act Registration form needs to be completed and submitted to Council together with the required fee prior to the opening of your premises.

NOTE: Every Public Health & Wellbeing Act premises must be registered with Council. Registration will not be granted until it complies with all the requirements of the Victorian legislation.

Requirements

Structural, Furnishing and Fittings

- All floors, floor coverings, walls, ceilings, shelves, fittings and other furniture are to be constructed of materials suitable for the procedures being undertaken and must be kept clean and in good repair.
- Sufficient bench space should be provided to accommodate equipment.
- The client treatment areas are to be totally separate from areas set aside for cleaning and sterilising equipment.
- The cleaning area is to be arranged so that dirty instruments are received in one area. It is to be designed so that all dirty instruments are moved through the cleaning area in a one way direction. This is to ensure that sterile instruments, clean instruments and dirty instruments remain separate from another.

General plumbing

- Plumbing must conform to the requirements of the Plumbing Industry Commission (Victoria) and Standards Australia. Hot water installations should have sufficient capacity for the business being undertaken.
- Premises may include other plumbing fixtures beside the hand basin such as that used for general cleaning.

Electrical Safety

- All electrical equipment must meet prescribed electrical standards.

Lighting & Ventilation

- Sufficient lighting and ventilation is required to safely conduct work practices.

Hand Basins

- A hand basin must be located in the immediate area of treatment for all procedures other than massage, and must be supplied with:
 - hot and cold water via a single outlet;
 - liquid soap; and
 - clean single use towels, disposable paper towels or air dryer.
- If a skin penetration procedure is carried out, the hand basin must be an approved hands free hand basin, i.e. foot operated, electronically controlled or knee operated.

Sinks

- A sink with hot and cold water additional to the hand basin is to be provided exclusively for washing equipment and instruments and is to be located in the cleaning area.

Razor blades

- All razors and blades are considered to be contaminated with blood, body fluids or substances after use. Routine cleaning of razor blades is not adequate to minimise the risk of transmission of blood-borne diseases. The safest and most efficient way of preventing the spread of these diseases is to use single-use items.

Clippers

- Clippers should be used in such a way that the operator can see the tip of the clippers at all times. Clippers, including those with plastic attachments, should be dismantled after each use and thoroughly cleaned before being used on another client. If contamination occurs, then the clipper blades must be dismantled, cleaned and sterilised. Plastic attachments must be disposed of into a sharps container.

Pumps, spray bottles and nozzles

- Pump outlets, bottles and nozzles are a potential source of contamination, particularly due to the build-up of contents around the outlet. Nozzles should be cleaned frequently and dried before being replaced. Wash bottles and nozzles in warm water and detergent, rinse them under hot running water, and dry them using a lint-free cloth, before refilling the bottle or replacing the pump/spray nozzle. Pump/spray bottles should never be topped up.

Linen

- Paper towel, paper strips or clean linen are recommended and must be changed between clients.

- Soiled linen, towels and protective clothing should be placed in washable, leak-proof receptacles and laundered using hot (70-80 °C) and detergent. All clean linen, towels and clothing must be stored in a clean environment to reduce contamination.

Steriliser

- A steriliser is required for the sterilisation of equipment that may become contaminated with blood during procedures.

Handling and disposal of sharps

- Sharps are considered clinical waste. If sharps, such as razors are used in your hairdressing premises, they must be handled carefully during procedures and disposal, to avoid injuries and the possible transmission of blood-borne diseases.
- Sharps containers must comply with:
 - AS 4031:1992 Non reusable containers for the collection of sharp medical items used in health care areas
 - AS 4031:1992/Amdt 1 Non reusable containers for the collection of sharp items used in health areas
 - AS/NZS 4261:1994 Reusable containers for the collection of sharp items used in human and animal medical applications.

Immediately after use, the operator should not:

- recap sharps
- place single-use sharps into a sharps container that meets Australian standards
- place multiple-use reusable sharp instruments into the container at the end of their useful life
- force items into the container, so as to prevent injury.
- Suitable sharps containers are rigid-walled, puncture-proof containers with tight fitted lids that prevent sharp objects, from injuring another person. Sharps containers should be placed a minimum of one metre above floor level, out of the reach of children. When the container is full, seal and dispose of it in accordance with EPA requirement.

Disposal of waste

- All bins used for waste must be lined with a plastic bag that can be sealed for disposal. It is essential that clinical and related waste (formerly known as infectious waste) is properly packaged, labelled, handled and transported to minimise the risk of occupational exposures and the transmission of infectious diseases to both waste handlers and the community.
- The Environmental Protection Authority has requirements for the management of clinical and related waste.

Protective Wear for Staff

- Disposable gloves are to be provided for operators who carry out beauty treatment and skin penetration procedures.
- Operators are to wear clean protective clothing when attending to clients.

General Information

Animals

- Animals, other than guide dogs for the hearing or sight/impaired client, should not be permitted in procedure areas. Having animals in premises should be discouraged.

Training

- It is strongly recommended that proprietors/operators of personal care and body art premises complete a first aid course. The course should cover basic first aid, including cardiopulmonary resuscitation (CPR) and the management of burns and eye injuries/hazards such as splashes. Infection control/prevention and sterilisation training is also strongly recommended as a way of reinforcing the principles and practices in these guidelines.

Record Keeping

- Records should be kept of every client. The records should include name, address, date, a description of the procedure and the type of treatment that was carried out.
- It is important to keep accurate records of every tattoo, body piercing and body are procedure for each client. These records should include name, address, the date, a description of the procedure, jewellery and sterilisation information relevant to the instruments used. Accurate and detailed records are valuable to the body artist if there is any infection or possibility of a blood-borne virus transmission from a procedure. For example, in the case of a blood-borne virus, these records can be cross-checked for the probability for or against a reported infection as a result of a specific procedure. Client health information.
- Operators should also ensure that they comply with the relevant legislation regarding the collection and storage, use and disclosure of personal and/or health information.

Client Health Information

- The Department of Health and Human Services have client health information sheets that can download for clients on infection prevention. As the provider of Public Health & Wellbeing service it is required under the Act that the appropriate information is provided to clients about the transmission of infectious diseases associated with the process being provided.