

Guidelines for the construction, fit out and operation of

PUBLIC HEALTH AND WELLBEING – HAIR SKIN AND BEAUTY

Public Health and Wellbeing Act 2008



Contents

1. INTRODUCTION	3
2. SETTING UP A NEW PUBLIC HEALTH AND WELLBING BUSINESS	5
3. SETTING UP A MOBILE HAIRDRESSING BUSINESS	7
4. BUYING AND EXISING HEALTH AND WELLBEING PREMISES.....	8
5. CONSTRUCTION GUIDELINES	9
6. HANDWASH BASIN COMPLIANCE.....	10
7. SAMPLE FLOOR PLANS	11

1. INTRODUCTION

The purpose of the *Guidelines* is to provide appropriate information on Health and Wellbeing premise design and construction. A well planned premise that is designed to encourage minimisation of cross-contamination and is easy to clean and maintain.

This information has been summarised from the *Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries*, and the *Public Health and Wellbeing Regulations 2019*.

A copy of the *Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries* is available at <https://www2.health.vic.gov.au/public-health/infectious-diseases/personal-care-body-art-industries> Council's Health Services Team recommends that full versions of these documents are obtained for further information

Unsafe or unhygienic practices can lead to the spread of infectious diseases that can affect the health of clients and jeopardise the health of the operator.

Pursuant to the *Public Health and Wellbeing Act 2008*, hairdressers, beauty parlours, tattooists, ear and body piercers and similar businesses must be registered with their local Council.

These health related premises must obtain registration from Council before they can begin trading. Registration of these operations includes a Council officer undertaking an inspection to assess the compliance of the business fit out against the *Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries*, the *Public Health & Wellbeing Act and Regulations* and Council's *Guidelines for the construction, fit out and operation of Public Health & Wellbeing Hair Skin and Beauty.*

These *Guidelines* have been designed to provide information to assist in understanding and meeting the requirements for Latrobe City Council to approve a new or transfer the registration of your Public Health and Wellbeing premises under the provisions of the *Public Health and Wellbeing Act 2008*.

Premises that must be registered with Council under the *Public Health and Wellbeing Act 2008* include:

- hairdressers;
- colonic irrigation premises;
- beauty parlours or other similar business; and
- tattooing, ear piercing, and any other process involving skin penetration.

Note:

People wanting to start a new business or purchase an existing business must apply to Council through the business approvals application for assessment. Once associated approval permits have been confirmed the proprietor will be issued with an invoice for a once off application fee for their on-going business premises registration. Latrobe City will then issue the proprietor with an on-going certificate of registration.

In the case of an operator selling the business an application to transfer the business must be submitted on the business approvals application to Latrobe City. The application to transfer will be assessed and an authorized Council officer will undertake a transfer inspection. Once appropriate approvals have been confirmed, including the types of services to be provided an invoice will be issued to the purchaser. Council will then issue a certificate of registration for the business and the associated approved services

Note:

Proprietors must advise Council if they want to start providing higher risk services as the scope of their registration and the structural standards must be considered, An authorized Officer will undertake an inspection to identify what works must be undertaken before these services can be provided.

Council may undertake enforcement action for those businesses that fail to obtain the appropriate type of registration.

If you change the services provided in the business you should contact Council's authorized Officer to discuss whether the new services require additional equipment and construction.

NOTE Operating a Public Health and Wellbeing premises without registration is an offence under the *Public Health and Wellbeing Act 2008*. A person operating an unregistered business may incur an infringement. Further action may be taken by Council for failing to register which may include taking the matter to the Magistrates Court where a further penalty may be issued.

HAIRDRESSING AND LOW RISK BEAUTY

Businesses that solely provide hairdressing and/or low risk beauty therapy services at their premises will be able to apply for "on-going" registration.

Low risk beauty therapy is defined as the application of cosmetics that does not involve skin penetration or tattooing.

Low risk beauty therapy includes the application of the following:

1. Temporary make up which includes face painting;
2. Henna tattoos;
3. Spray tans; or
4. Eyelash and eyebrow tinting.

Hairdressing services include:

1. Cutting hair with scissors or razors; and
2. Colouring and styling hair.

2. SETTING UP A NEW PUBLIC HEALTH AND WELLBEING PREMISES

To ensure your Health and Wellbeing premise complies with the *Public Health and Wellbeing Act 2008*, it is best to discuss your proposal with an authorised Council Officer.

They are able to provide you with information about the requirements of a new Public Health and Wellbeing premises and assist you with preparing your application for approval.

SUBMITTING, ASSESSING AND APPROVING PLANS.

If you would like to operate a health business then we recommend that you contact Council's Business Approvals Officer. Their role is to help navigate you through permits and registrations required by Council (including building, local laws and planning permits). They can assist you in completing the Business approvals application form

http://www.latrobe.vic.gov.au/Business_and_Investment/Business_Registrations/Starting_a_New_Business

To speak with Council's Business Support Service, please call 1300 367 700; alternatively you can email businessapprovals@latrobe.vic.gov.au and arrange an appointment. The Business Support Service can also help you with supports, growing your business and building links with organisations that can assist.

INSPECTION OF THE PROPOSED SITE.

You are encouraged to request a site assessment of the proposed premises prior to signing the lease or commencing construction to ensure that the property is suitable for the operation of your business.

An inspection will be arranged by an authorised Council officer

APPROVAL OF APPLICATION.

Council's officer will assess the application and any plans that have been submitted in accordance with the *Public Health and Wellbeing Act 2008*, the *Public Health and Wellbeing Regulations 2009* and the *Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries 2019*.

FINAL INSPECTION.

Once construction is complete and **prior to** commencing trade, an inspection must be arranged with an EHO to verify all works have been completed in accordance with the Public Health and Wellbeing Act 2008, and associated standards.

Council's Health Services Team will advise you in writing of any additional requirements prior to issuing the Certificate of Registration.

APPLICATION FOR REGISTRATION.

Once the final inspection has been completed Council will then invoice you with the appropriate registration fee. Note payment must be completed prior to starting to trade.

Note: animals other than guide dogs or similar service dogs must not be permitted in procedure area(s).

REGISTRATION OF YOUR PUBLIC HEALTH AND WELLBEING PREMISES.

Certificates of Registration must be displayed in a prominent position within the premises and remain at the premises at all times.

Registration of your business is completed annually from 1 January to 31 December, except for those low risk beauty premises that have once off on-going registration.

An application to renew the registration will be sent to you in October each year. The renewal of registration must be completed prior to 1 January of each year.

NOTE: Businesses that 'rent out' a chair or a room to another operator must obtain their own registration from Council.

Home based businesses that wish to convert a garage, shed or carport into a beauty room must obtain the appropriate building permits for these works and provide evidence of this to Council's Health Services team prior to Council finalising registration.

2A. SETTING UP A MOBILE HAIRDRESSING BUSINESS

Mobile hairdressers must register their principle place of business (for example, their residence) with Council. They should comply with the "Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries 2019 to maintain the cleanliness of equipment and personal hygiene standards.

Mobile premises must consider how they will set up their vehicles to transport their equipment.

For example, the use of impervious and easily cleanable containers with lids for transporting equipment. If additional procedures are undertaken, such as hair removal using wax, then the operators should follow the relevant sections of these guidelines. Council will undertake an inspection of the set-up of how equipment will be transported, cleaned and stored prior to approving registration.

Note: that businesses that supply and administer injectable cosmetic treatments, such as Botox and dermal fillers. Such products are prescription only (Schedule 4) medicines.

To minimise risks, Schedule 4 cosmetic injections can only be prescribed by a registered medical practitioner and be administered by a registered medical practitioner or a registered health practitioner (such as a nurse or midwife) under the instruction of a registered medical practitioner.

Administration of Schedule 4 cosmetic injectables is therefore a medical procedure that must be performed by, or under the supervision of, a medical practitioner or a nurse or midwife. These procedures are therefore excluded from the definitions of beauty therapy and skin penetration in section 3 of the Public Health and Wellbeing Act 2008. They are regulated as medical procedures under applicable laws including health practitioner, health services and drugs & poisons legislation.

Ensure the proprietor is aware their registration does not include the administration of Schedule 4 medicines and that the medical staff conducting procedures within the premises are operating under their personal AHPRA registrations.

3. CONSTRUCTION GUIDELINES FOR PUBLIC HEALTH AND WELLBEING PREMISES

DESIGN AND CONSTRUCTION

GENERAL REQUIREMENTS

Equipment, furniture, fittings, floors and walls should be purpose built or purchased specifically for the task to be performed.

They should be durable, safe and suitable for cleaning and maintenance, and constructed of smooth and nonporous material.

HAND WASH BASINS

A hand wash basin with warm running water supplied through a single outlet must be permanently plumbed in all immediate procedure area/s.

Regulation 34 states that “*the proprietor or occupier of premises where a registered premises is located must ensure that accessible hand washing facilities are available for use by staff*”.

When skin penetration procedures are performed, the hand wash basin should be hands free (for example, foot operated, electronically controlled or knee operated).

Elbow operated taps are not desirable.

In establishments where only hairdressing activities are conducted, a hair wash basin with hot and cold running water supplied from a single outlet can also be used for washing hands, where there is a separate sink available for cleaning equipment.

All hand wash basins throughout the premises should have paper towel and liquid soap available in wall mounted dispensers.

Further detailed information can be found in the *Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries*. This publication is available at <https://www.health.vic.gov.au/publications/infection-prevention-and-control-guidelines-for-hair-beauty-tattooing-and-skinor> through Council's Health Services Team.

Further information on specific industry practice is available at <https://www.health.vic.gov.au/infectious-diseases/hair-beauty-tattooing-and-skin-penetration-industries>

4. APPENDIX 1 – HAND WASHING/SINK INFORMATION

Hand Wash Basins required in your health premises

All health businesses within Latrobe City Council must comply with the *Public Health and Wellbeing Act 2008*, the Public Health and Wellbeing Regulations 2019 and best practice Infection Prevention and Control Guidelines.

Based on the risk associated with the services you provide, the table below outlines the requirements for Hand Wash Basins in your premises,

Handwashing basin requirements

All hand wash basins must be supplied with:

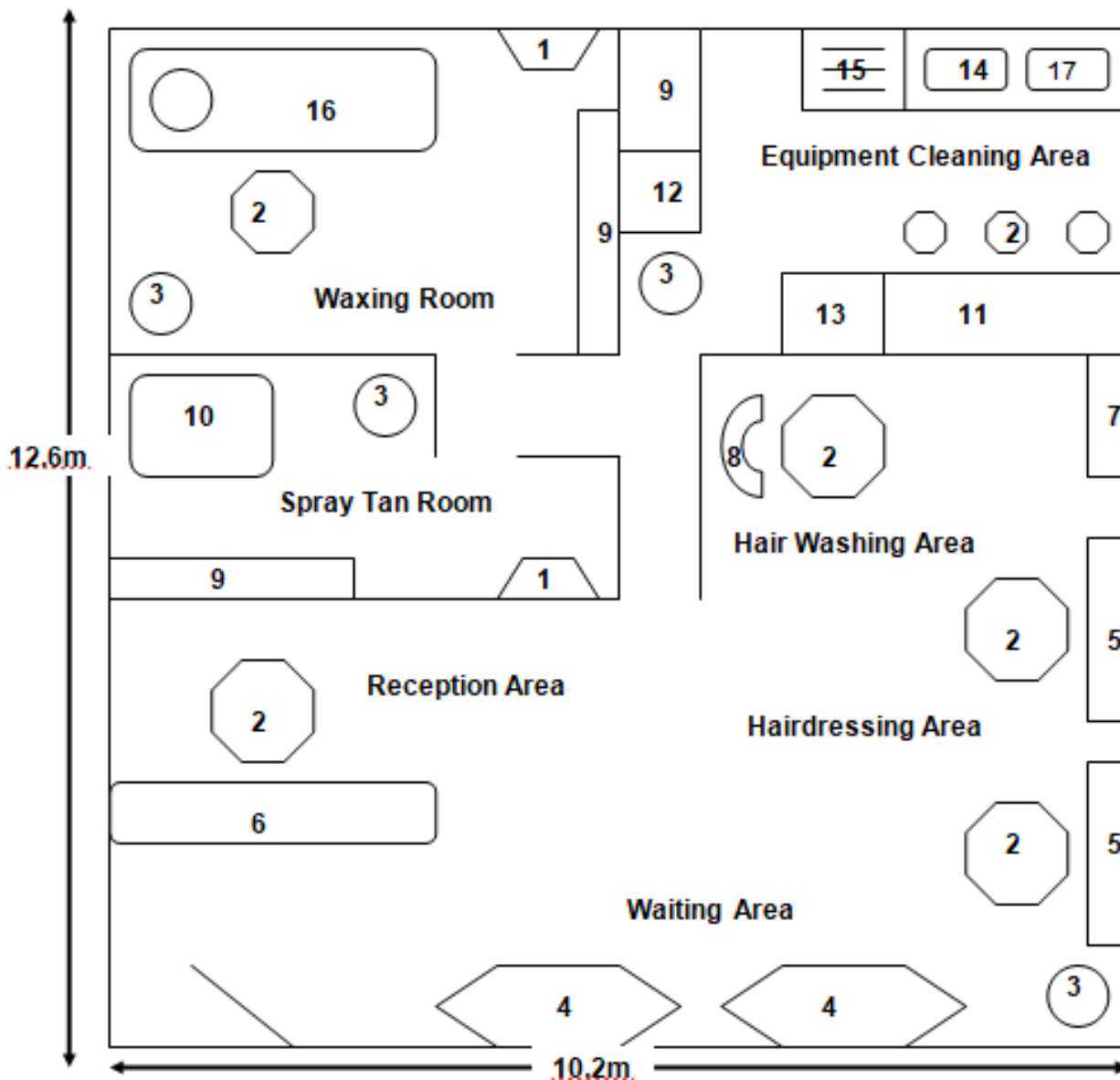
- warm running water through a single outlet
- liquid soap and paper towel in fixed dispensers that are easily accessible
- permanently plumbed

Low Risk	Medium Risk	High Risk
Hairdressing/Barbering	Hair Removal - Waxing/threading/Sugaring	Tattooing, Cosmetic Tattooing
Cosmetic Application - Make up / Eyelash tinting and Spray Tanning	Eye Lash Extensions Nail treatments	Skin penetration including body piercing, dry needling
Facials (not including laser / IPL)	Ear piercing (gun only)	Laser and electrolysis Colonic irrigation
<p>Requirement:</p> <p>A hand wash basin must be installed within the procedure room. A hair basin can be used as a hand wash basin if the only activity being carried out on the premises is hairdressing</p>	<p>Requirement:</p> <p>A hand wash basin must be installed in all procedure rooms</p>	<p>Requirement:</p> <p>A hands free hand wash basin must be installed in all procedure rooms</p>

If you don't comply

If your premise does not comply, adequate time to make any changes will be discussed during your inspection and listed in your inspection report; conditional registration requirements may be issued to allow for works to be completed within designated timeframes. In the interim, staff must be able to wash their hands before any procedure and undertake the procedure maintaining infection control.

APPENDIX 2 – SAMPLE LAYOUT



- 1. Hand Wash Basin
- 2. Chair
- 3. Rubbish bin
- 4. Waiting Couches
- 5. Mirrors
- 6. Front Reception Counter
- 7. Clean Towel Storage
- 8. Hair wash basin

- 9. Shelving/storage
- 10. Spray tan booth
- 11. Staff table
- 12. Personal storage
- 13. Chemical storage
- 14. Equipment washing sink (double bowl)
- 15. Loading and drying space

- 16. Wax Bed* waxing beds should have access all the way around
 - 17. Washing machine with dryer above
- Schedule of Finishes**
- Walls:** Ceramic tiles
- Floors:** Commercial vinyl
- Benches:** Laminated particle board to all benches
- Ceiling:** Sealed plaster board