NEW PREMISES INFORMATION

Premises Design Guidelines

These guidelines provide suggestions for improvements in premises design to promote good hygiene practices. These guidelines should be incorporated into the process of preparing plans for submission to Council. New premises should comply with these guidelines from the outset.

1. Registration

Before operating a personal care and body art business, the proprietor/operator has to consider a number of compliance issues. The following information provides a best practice guide.

A person that is conducting a personal care and body art business – including hairdressing, beauty parlour work, tattooing, ear piercing or any other process involving the penetration of the skin – must register such premises with the local government under the Public Health and Wellbeing Act 2008 (Vic). Current legislation does not require the registration of solaria, colonic irrigation or massage businesses.

A new registerable business in new premises should, before applying for registration:

- consult with the local government health department to discuss the proposal, preferably before selecting a site
- submit detailed plans of the interior layout of the proposed premises to local government, in accordance with these guidelines
- obtain local government approval for the plans before commencing work on the premises
- contact the Business Licence Centre for information
- contact Small Business Victoria for business advice and information
- contact the appropriate industry association for advice

Any new business must:

- submit an application for registration to the local government
- obtain local government approval before opening
2. 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 sealed, nonporous material.

Suitable surfaces would include:

- Floors: tiles, vinyl, sealed concrete, epoxy resin, interlocked floorboards
- Walls: smooth plaster finished in washable paint
- Equipment & Fittings: laminate, glass, Perspex, stainless steel, vinyl
- Furniture: washable vinyl, leather, moulded plastics

There should be adequate lighting and ventilation throughout the premises.

The premises should be planned to provide separate function-specific client and cleaning/sterilising areas. The area of client procedure rooms/cubicles should be no less than 2.5metres square.

The cleaning area should be designed to ensure movement of instruments/equipment in a one-way direction from dirty to clean to sterile areas (figure 1). It should also have sufficient bench space for good working practices.

Figure 1: Suggested layout for a cleaning area

3. Specific requirements

Hand basins

A hand basin with hot and cold running water supplied through a single outlet, liquid soap and paper towels should be installed in the immediate procedure area. An appropriate splash back should be provided behind plumbing fixtures.

Where skin penetration procedures are performed, a hands free basin (for example, foot operated, electronically controlled or knee operated) should also be installed in the immediate procedure room. Elbow operated taps are not desirable.

In establishments where only hairdressing takes place, a hair basin with hot and cold running water supplied through a single outlet can also be used for washing hands.

Equipment sinks

In addition to the hand and hair washing facilities in a business, 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.

General plumbing

Plumbing must conform with the requirements of the Plumbing Industry Commission (Victoria) and Standards Australia. These include:

- AS/NZS 3500.2:2003 Plumbing and drainage – Sanitary plumbing and drainage
- AS/NZS 3500.4:2003 Plumbing and drainage – Heated water services

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.

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 a washable, leak-proof receptacle, and laundered using hot water (70–80°C) and detergent. All clean linen, towels and clothing must be stored in a clean environment to reduce contamination.

Toilets

Suitable toilet facilities should be provided for staff. The toilets must be in good repair and able to be kept clean. Toilets are to be provided with a hand basin with hot and cold water and liquid soap and paper towels.
4. **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.

**Handling and disposal of sharps**

Sharps are considered clinical waste. Sharps used for skin penetration, such as needles, must be handled carefully during procedures to avoid needle stick injuries and the possible transmission of blood-borne diseases.

Suitable sharps containers are rigid-walled, puncture-proof containers with tight fitting lids that prevent sharp objects, such as razor blades that may be contaminated with blood, from injuring another person. These containers can vary in size up from 1litre containers. Disposal of sharps containers need occur only when the container is full, but before it is overflowing.

Sharps containers can be purchased from:

Moonee Valley City Council Offices
9 Kellaway Avenue, Moonee Ponds
Phone 9243 8888

Sharps containers should be placed a minimum of 1metre above floor level, out of the reach of children. When the container is full, seal and dispose of it in accordance with Environmental Protection Authority requirements.

**Disposal of other clinical and related waste**

Clinical and related waste, such as blood-stained swabs, cotton wool and gloves, must be placed into a plastic bag-lined washable bin with a close-fitting lid marked ‘infectious waste’, and disposed of according to Environmental Protection Authority requirements.

**Disposal of general waste**

All general waste, such as papers and powdered pigments, should be placed into a plastic bag-lined washable bin with a close-fitting lid marked ‘general waste’. General waste can be disposed of via normal refuse collections. Bins should be regularly emptied and washed.

**Disposal of liquid waste**

All liquid waste may be disposed of via the sewer, provided the local water authority has given prior permission. Plumbing must meet regulations. All liquid waste must be diluted well during disposal, via the running of four times the amount of cold water through the system at the same time.