

Hairdressers, Beauticians and Skin Penetration Premises

This chapter provides controls for the establishment and operation of hairdressing, beautician and skin penetration premises carried out either in home or in a commercial premises.

Unhygienic procedures can affect the health of the client, may jeopardise the health of the operator and increase the spread of infectious diseases.

Skin penetration procedures include the following:

- Acupuncture
- Tattooing
- Ear piercing
- Hair removal (waxing)
- Colonic lavage
- Any other procedure that involves skin penetration such as body piercing, hair removal using wax or electrolysis, cosmetic enhancement and semi-permanent make-up
- Any beauty treatment that involves the deliberate penetration or removal of the skin including cutting of cuticles
- Laser hair removal is declared not to be a skin penetration procedure.
- Any other procedure prescribed by the regulations.

Hairdressing premises are included in this chapter as skin infections, such as herpes, tinea and scabies, can be spread without breaking the skin. Therefore hygiene requirements must be in place to ensure such skin infections are not spread.

Those procedures conducted by registered medical practitioners, such as dentists, nurses, chiropractors are not covered by this chapter. These professionals are governed by specific legislation and infection control guidelines.

NOTE: A business premises change of use to a hairdressing salon, beauty salon or skin penetration business is not exempt development and requires a development application to be lodged with Council prior to such premises being open for business.

Aims

- (a) all hairdressers and businesses that provide services that involve skin penetration are fitted out in such a way that they can be effectively cleaned and maintained, and
- (b) standards of hygiene, client and staff safety are maintained at the highest possible standard.

Section 1 - How to Use this Chapter

- STEP 1 - Check to see if this chapter applies to your development proposal.
- STEP 2 - Read and understand the relevant requirements for your business under
- section 2 which provide information relating to:
 - Development Approval
 - Construction, materials and finishes
 - Linen
 - Disposal of sharps, infectious and non-infectious waste
 - Record Keeping

- Businesses in Residential Premises
- Business Registration
- STEP 3 - Check the information you must submit with a development application (Appendix 1).
- STEP 4 - Check the definitions of any words or terms you may be unsure of (Appendix 2).
- STEP 5 - If renovations or alterations are required, refer to Appendix 3 for an example of what information is required in your plans to be submitted to Council with your application.
- STEP 6 - Complete the Registration Form and include with your development application.
- STEP 7 - Read and understand the practice and operational guidelines contained in Appendix 4.

It should be noted that certain sections of this chapter cannot be varied, these include business registration requirements, and State Government requirements relating to public health and skin penetration practices.

Development Approval

Objective

Ensure all hairdressers, beauticians and skin penetration businesses obtain development consent from Council.

Controls

- C1 All new hairdressers, beauticians and skin penetration businesses must submit a Development Application that complies with the controls in this chapter.

Note: It is strongly recommend by Council that prior to the change of ownership of an existing business, the vendor or the purchaser should apply to Council for a pre-purchase inspection report. If the purchaser is applying for a pre-purchase report the vendor must sign the pre-purchase application sighting that they agree to release the report to the purchaser.

Once an application for a pre-purchase inspection report has been submitted to Council, a site inspection will be carried out by Council's Environmental Health Officer. Any items in need of attention will be made known to both the vendor and the purchaser prior to the business being sold. These items then become a matter for negotiation between the two parties. If alterations or additions (renovations) to the premises are proposed by the new owners, a development application with a plan showing the proposed and/or required changes to the building must be submitted to Council.

Appendix 1 and 4 shows the information to include on your plan of the premises which is submitted with a development application, if alterations and additions are proposed.

- C2 Mobile skin penetration businesses or operators are not permitted within the Municipality of Kiama. Skin penetration businesses must maintain a high standard of hygiene at all times to prevent the transfer of infections and viruses. A mobile business will have difficulty in complying with this chapter and associated legislative requirements.

Note: A mobile skin penetration business or operator refers to those who treat clients in the client's home.

- C3 Businesses operating from residential properties must comply with the controls in this DCP, and operate from a room or rooms that are used solely for the treatment of clients, separate from the living areas of the dwelling.

Section 2 - Construction, Materials and Finishes

Objectives

- Ensure all hairdressers, beauticians and skin penetration businesses are fitted out to enable easy and effective cleaning to prevent the transfer of bacteria and viruses.
- Protection of the clients and operators health.
- Ensure compliance with minimum construction requirements that enables operators to maintain personal hygiene, cleaning and sterilisation of equipment.

Controls

- C4 In areas where skin penetration procedures, hairdressing and cleaning are conducted, the floors must be constructed of a smooth, impervious material, such as tiles or vinyl.
- C5 Fittings such as benches, shelving and furniture are to be constructed of smooth, impervious and durable materials to enable easy and effective cleaning.
- C6 Fittings that are butted against walls or other equipment must be sealed to prevent accumulation of debris and harbourage of vermin.
- C7 The intersection of floors with walls and plinths are to be coved to avoid a 90° angle where hair, dirt and grime can accumulate, making cleaning difficult.
- C8 Walls and ceilings must be an approved finish capable of being maintained in a clean and sanitary condition at all times. Approved finishes include painted plaster board, painted smooth cement render and painted smooth brick.
- C9 Sufficient cupboards or similar fittings must be provided for the storage of equipment and supplies to protect from dust and other contaminants.
- C10 A clear space of 150mm or more must exist between the floor and the underside of all fixtures and fittings that are not easily moveable, such as fittings on caster wheels, having a weight greater than 16 kg, or can't be moved by one person.
- C11 Adequate lighting must be provided.
- C9 The work area must be maintained in a clean and hygienic state at all times.
- C10 Carpet is only permitted in office or waiting rooms.

- C11 An area separate from the treatment area, must be designated as the cleaning area. The area must be designed and laid out to prevent dirty instruments and equipment contaminating clean, sterile instruments and equipment.
- C12 Premises at which a colonic lavage procedure is carried out must have a toilet, being a toilet that is available for use by clients and not by the general public, that is:
- (a) in the case of a procedure using a closed system—located in close proximity to the room in which the procedure is being carried out, or
 - (b) in the case of a procedure using an open system—located in the immediate vicinity of the room in which the procedure is being carried out.
- C13 Any premises where skin penetration procedures are carried out must:
- (a) be clean and hygienic, and
 - (b) have a waste disposal bin, and
 - (c) have a hand basin that has a supply of clean, warm, potable water, and
 - (d) have a separate sink that has a supply of clean, warm water for cleaning equipment (if equipment used in skin penetration procedures at the premises is cleaned at the premises),
 - (e) have available for use by persons carrying out skin penetration procedures at the premises:
 - (1) liquid soap (or an alcohol-based hand cleaner), and
 - (2) single-use towels or an automatic hand dryer, and
 - (3) disposable gloves, clean linen and gowns or aprons that are appropriate for the skin procedures carried out at the premises.

Any equipment at premises where skin penetration procedures are carried out must be in good working order, be cleaned and dried after use and be kept in a clean and dry condition.

Hand Wash Basins and Sinks

- C14 Hand wash basins must be:
- i. provided with a supply of potable hot and cold running water (at least 40 degrees) through a single outlet
 - ii. provided with liquid soap or detergent and single use paper hand towels
 - iii. located within each treatment area and must be accessible at all times
 - iv. used solely for the washing of hands and face
 - v. for skin penetration procedures a separate basin must be provided in each treatment
- C15 In addition to the hand wash basin, for skin penetration a double bowl sink, with hot and cold running water mixed to 40 degrees must be provided exclusively for washing equipment and instruments, and is to be located in the cleaning area.
- C16 If food preparation and washing of eating and drinking utensils is to occur, a separate sink must be provided separate from the cleaning sink. This sink must be provided with hot and cold running water through a single mixing spout.

- C17 All sinks and hand wash basins must be provided with a splash back of at least three hundred millimetres (300mm). The splash back must be constructed of a material that is durable, smooth impervious to moisture and be easily cleaned, such as tiles or stainless steel.
- C18 Toilets are to have a hand wash basin provided with a supply of hot and cold water mixed through a common spout. A supply of soap and towel in a dispenser must be available at all times.

Section 3 - Disposal of Sharps, Infectious and Non-Infectious Waste

Objectives

- Ensure sharps and waste are safely stored and disposed.
- Ensure premises and treatment areas are kept safe, clean and free from waste and dangerous equipment
- Ensure waste from procedures is disposed of safely from the treatment area and premises.

Controls

- C19 Solid waste generated on site shall be collected, transported and disposed of by a licensed waste contractor. Records of solid waste disposal must be kept for at least one (1) year on the premises. Inappropriate disposal of waste such as illegal dumping of rubbish in public litter bins or taking home is an offence under the Local Government Act 1993.
- C20 If disposable sharps are used, an Australian Standards approved sharps bin is to be provided in each treatment area.
- C21 If skin penetration procedures that involve the use of needles are carried out at the premises, there must be an adequate supply and sterile disposal needles at the premises.
- C22 Once full, the sharps bin must be collected by a licensed waste transporter. Records of the hazardous waste disposal must be kept for three years on the premises, including the generation, storage, treatment or disposal of waste.
- C23 If sharps are disposed of at a hospital, pharmacy or medical centre, a letter from the hospital, pharmacy or medical centre, with the frequency of disposal and location of medical centre or hospital and their waste removal service provider, must be kept at the premises. This letter must be updated annually.
- C24 General waste must be placed in plastic lined receptacles with close fitting lids at the site of generation.
- C25 All sharps, including razor blades, must be disposed of immediately after use.
- C26 Do not force the sharps into the bin or overfill the bin, as this prevents closure and increases the risk of rupture.
- C27 Prior to disposal, the lid of the sharps bin must be secured.
- C28 Store the sharps containers out of reach of people, particularly children.

C29 Do not remove sharps once placed in the container.

Section 4 - Reusable articles Must be Sterilised

Controls

C30 All reusable articles used to penetrate a person's skin for skin penetration procedures must be sterilised, whether at the premises or off-site.

C31 If reusable articles are sterilised at the premises:

- (a) a bench top autoclave, maintained in accordance with AS 2182-1998 Sterilizers – Steam - Benchtop, must be used, and
- (b) there must be at least one person present at the time the autoclave is used who is adequately trained in the operation of the autoclave, and
- (c) the sterilisation must be carried out in accordance with AS/NZS 4815:2006 Office-based health care facilities - Reprocessing of reusable medical and surgical instruments and equipment, and maintenance of the associated environment.

C32 If reusable articles are sterilised at the premises, the occupier of the premises must make, and keep for at least 12 months, a record of:

- (a) the time and date when each article was sterilised, and
- (b) the length of time that the article was autoclaved and the temperature and pressure levels of the autoclave.

C33 If reusable articles are sterilised off-site, the occupier of the premises must make, and keep for at least 12 months, a record of:

- (a) the date on which each article was sent off-site for sterilisation.
- (b) the name and address of the person who sterilised the article.
- (c) faults with cycle (if any).
- (d) number of items processed.
- (e) method of sterilisation.
- (f) the operator who performed the sterilisation.
- (g) a copy of the printout from autoclave.

Section 5 – Requirements for Carrying out Skin Penetration Procedures

Use of Needles, Sharps and Other Articles

Controls

C34 A person who carries out a skin penetration procedure must not use a needle that has previously been used in a skin penetration procedure.

C35 A person who uses a needle in a skin penetration procedure must dispose of the needle in the appropriate sharps container immediately after completing the procedure.

C36 A person who uses any article in a skin penetration procedure that is manufactured for a single use only must dispose of the article immediately after completing the procedure.

- C37 A person who uses a non-reusable sharp in a skin penetration procedure must dispose of the sharp in the appropriate sharps container immediately after completing the procedure.
- C38 A person must not use an article that may penetrate the skin of a person in a skin penetration procedure unless it is clean and has been sterilised and kept in a sterile environment.
- C39 A person must not use an article in a skin penetration procedure if the article has previously been used in a skin penetration procedure but did not penetrate the skin of the person undergoing the previous procedure unless the article has been cleaned and kept in a clean condition.
- C40 In this clause, appropriate sharps container means a sharps container that complies with AS 4031–1992 Non-reusable containers for the collection of sharp medical items used in health care areas.

Protective Equipment to be Worn

Controls

- C41 A person who carries out a skin penetration procedure must:
- (a) wear gloves that have never been used before, and
 - (b) appropriately dispose of the gloves immediately after completing the procedure.
- C42 A person who carries out a skin penetration procedure (other than colonic lavage) must wear a clean gown or apron during the procedure.
- C43 A person who carries out colonic lavage must wear a clean gown made of impermeable material during the procedure.
- C44 This clause does not apply to a person carrying out a skin penetration procedure that involves the use of wax for the purposes of hair removal unless the person reasonably suspects that he or she will be exposed to human bodily substances during the procedure.

Use of Inks and Pigments

- C45 A person who carries out a skin penetration procedure that involves the use of ink, pigment or other liquid must decant the liquid into a single use container, and use a single use applicator, for each person undergoing the procedure.
- C46 This clause does not apply to skin penetration procedures involving the use of wax for the purposes of hair removal.

Use of Wax for Hair Removal

- C47 A person who carries out a skin penetration procedure using wax for the purposes of hair removal must dispose of that wax, and any instrument used to apply the wax (such as a spatula), immediately after completing the procedure.

Section 6 - Linen

Objectives

- Ensure the cleanliness of treatment areas.
- Ensure linens used in treatment areas are to be clean and appropriately stored.

Controls

C48 A clean, single-use, disposable covering material or clean linen should be provided on treatment tables, chairs or beds and changed between clients.

C49 Adequate receptacles for the storage of soiled linen, towels and clothing must be provided in the cleaning area. The receptacles must be constructed of smooth, durable and impervious material with close fitting lids.

C50 All clean linen, towels and clothing are to be stored in an appropriate clean area (separate to cleaning area), such as a cupboard or drawer to prevent soiling and contamination.

Section 7 - Business in Residential Premises

Objectives

- Ensure the operation of businesses within residential premises is safe and clean for staff, clients and residents.
- Procedures are undertaken in an appropriate and approved area of the residence.

Controls

C51 Businesses operating from within residential premises must comply with all requirements detailed in this DCP.

C52 The approved treatment area must be used solely for skin penetration procedures.

Section 8 - Business Registration

Objectives

- Ensure all hairdressers, beauticians and skin penetration businesses are registered with Council.
- Ensure that all hairdressing, beautician and skin penetration businesses must register with Council prior to opening for business.

Controls

C53 All hairdressing, beautician and skin penetration businesses must be registered with Council prior to carrying out any procedures.

APPENDIX 1 - DEVELOPMENT APPLICATION REQUIREMENTS

Council approval is required for all hairdressers, beauticians and skin penetration businesses. For all development application requirements please refer to Council's Development Application Advice Handbook and Fees Book. Before lodging an application, applicants are advised to seek advice from Council regarding specific requirements.

Checklist for Development

This checklist is provided as a tool to help ensure that the requirements of this DCP have been satisfied. A copy should be submitted with a development application. If the “_ no” response has been ticked in answer to any question, separate written justification for the departure from this DCP must be provided.

Development Approval

Question Regarding Development	Yes	No	N/A
If you are the new owner of an existing business, did the vendor provide you with a pre purchase inspection report from Council?			
Are you proposing a mobile business?			
If you are proposing to operate from within residential premises, will the business operate from treatment areas used solely for the business?			

Construction, Materials and Finishes

Questions Regarding Construction, Materials and Finishes	Yes	No	N/A
Are floors smooth and impervious?			
Are fittings smooth, impervious and durable?			
Are fittings against walls sealed?			
Are the intersections of floors with walls and plinths covered?			
Are walls and ceilings of an approved finish?			
Are there sufficient cupboards or fittings provided for storage?			
Does a clear space of at least 150mm exist between the floor and the underside of fixtures and fittings?			
Is adequate lighting provided?			
If you are conducting skin penetration procedures is there a designated cleaning area separate from the treatment area?			
Is carpet laid only in the office or waiting room?			
If colonic lavage is performed, is there a toilet solely for use of the client?			

Handwashing and Cleaning Basins

Questions Regarding Handwashing and Cleaning Basins	Yes	No	N/A
If you are conducting skin penetration procedures have you provided a separate hand wash basin solely for hand washing with a supply of hot and cold running water through a single outlet, and with liquid soap or detergent and single use towels?			
Is there a hand wash basin located in each treatment room or area?			
If there are separate treatment areas, are there hand wash basins in each area?			
For skin penetration procedures is a separate double bowl sink with hot and cold running water provided in the cleaning area?			
If food preparation and washing of eating and drinking utensils is to occur, is a separate sink provided?			
Do all sinks and hand wash basins have a splash back of at least 300mm, constructed of a durable, smooth and impervious material?			
Are hand wash basins provided adjacent to toilets, supplied with hot and cold water through a single mixing spout, liquid soap and disposable towels?			

Disposal of Sharps, Infectious and Non-Infectious Wastes

Questions Regarding Disposal Of Waste	Yes	No	N/A
If disposable sharps are to be used, is an Australian Standards approved sharps bin provided in each treatment room?			

Businesses in Residential Properties

Question Regarding Residential Properties	Yes	No	N/A
Will the treatment area be used solely for hairdressing, beauty or skin penetration procedures?			

Business Registration

Questions Regarding Registration	Yes	No	N/A
Have you completed and included the Registration Form in your development application?			

Plans

Check List of Items to be Submitted with development application	Yes	No
Floor plans, scale 1:50		
Site plan, scale 1:100- including car parking, adjacent land uses and garbage area.		
Sectional elevations, scale 1:50		
Hydraulic plans, detailing plumbing connection & floor waste locations, scale 1:50		
Plan details		
Schedule of finishes- tiles, stainless steel etc.		
Layout of all equipment		
Door and window openings		
Customer waiting area- square metres of floor space and number of seats		
Customer and staff toilet details		
Statement of environmental effects- must include disposal of contaminated waste (sharps).		

APPENDIX 2 - DEFINITIONS

Appropriate sharps container means:

- (a) if skin penetration procedures that involve the use of reusable sharps are carried out at the premises—a sharps container that complies with AS/NZS 4261:1994 Reusable containers for the collection of sharp items used in human and animal medical applications, or
- (b) if skin penetration procedures that involve the use of non-reusable sharps are carried out at the premises—a sharps container that complies with AS 4031–1992 Non-reusable containers for the collection of sharp medical items used in health care areas.

AS (Australian Standard) is a published document which sets out technical specifications or other criteria necessary to ensure that a material or method will consistently do the job it is intended to do.

Acupuncture is the practice of inserting sterile needles into specific parts of the body to treat disease or relieve pain.

Autoclave is a device that uses temperature, pressure and moisture to sterilise equipment. Bacteria is a single celled organism that is capable of causing disease, and has the potential to multiply on any surface including the skin with the right conditions. Body substance includes any human bodily secretion or substance other than blood.

Cleaning is the physical removal of dirt from equipment surfaces by washing in detergent and warm water with mechanical action such as scrubbing.

Disinfection means the killing of disease causing microorganisms except bacterial spores. Hairdresser/barber or beautician means any person who shaves, cuts, trims, dresses, waves, curls, stains or dyes or who in any other way treats the hair of any person for a fee or reward, and also any person who for fee or reward performs scalp or facial massage, manicure, pedicure, or in any other way whatsoever treats or otherwise deals with the head, scalp, face, hands, skin, fingernails, toenails, or feet or manipulates any form of electrical treatment, but does not include a medical practitioner, physiotherapist or podiatrist whilst engaged in the conduct of his or her profession.

Impervious means impermeable to water, moisture or grease.

Mobile Operators are where the procedures are conducted at various locations not at a fixed premise, such as at a client's home. (Mobile operators are not permitted)

Operator is a person who carries out any skin penetration procedure.

Purchaser is a person, party or entity buying the business.

Sharps can be any object or device that is designed to cut or penetrate the skin, including needles and razors.

Single-use items are instruments, apparatus, utensils or other things intended by the manufacturer to be used only once, for example disposable gloves.

Skin antiseptic means a chemical applied to the skin to reduce the number of microorganisms.

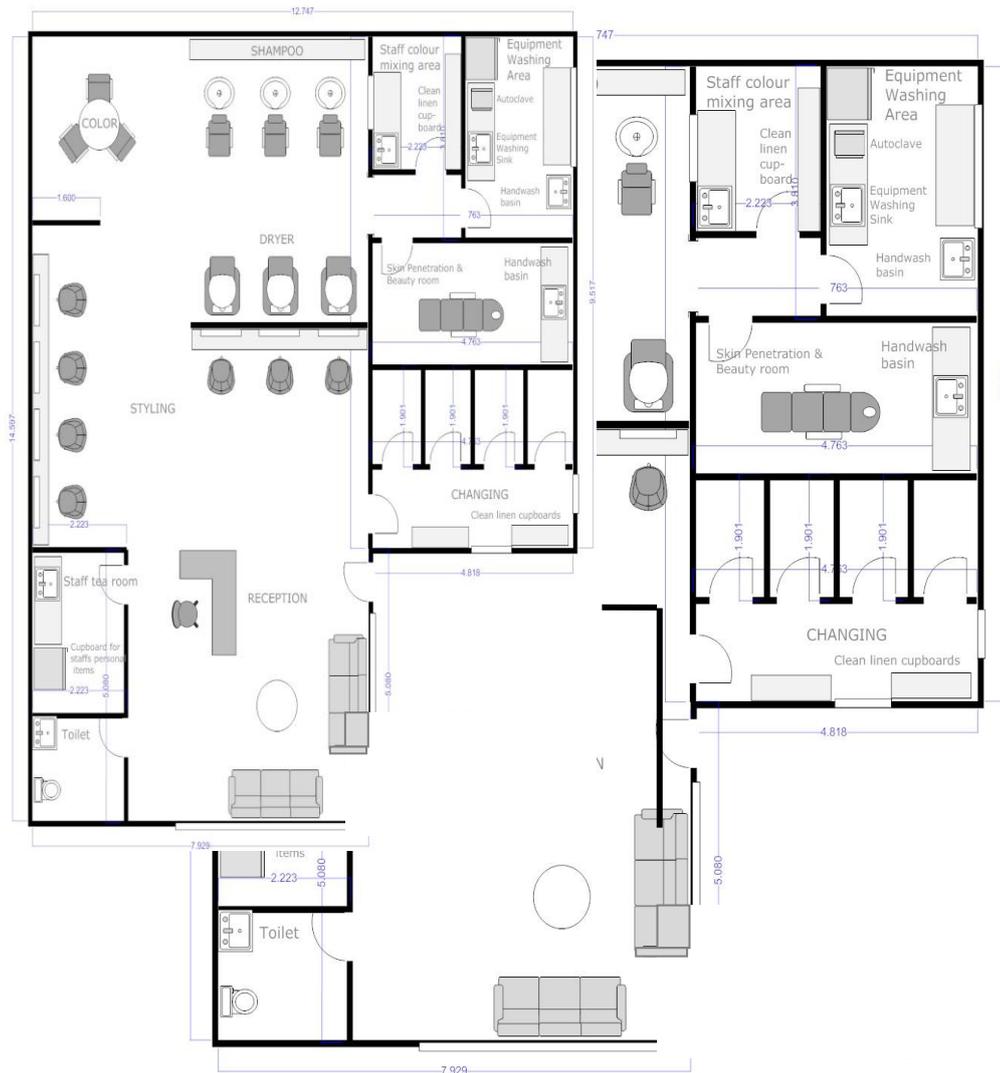
Skin penetration means a practice where by the skin is cut, pierced, torn, removed or damaged for either beauty, natural therapy or health purposes.

Sterilisation means the killing of all micro-organisms including spores.

Treatment area means the area or room in which the procedure (skin penetration, beauty or hairdressing) is conducted.

Vendor means a person, party or entity selling the business

Equipment
Washing
Sink



The following guidelines should be followed in day-to-day practice, where relevant, by hairdressing, beautician and skin penetration operators.

Hygiene

It is important to ensure the safety and health of both the client and operator, when undertaking procedures involving skin penetration, and to ensure bacterial, fungal and viral infections, including HIV, Hepatitis B and C are not transmitted during the procedure.

General

- (a) Eating, drinking or smoking is not permitted in the treatment area.
- (b) Animals, except for assistance animals, are not permitted in the treatment area.
- (c) Broken skin or infections on exposed parts of the body of the operator must be kept covered with a waterproof plaster.

Gloves

- (a) Single use gloves must be worn during a skin penetration procedure, and must be discarded between each client or when changing activities.
- (b) Gloves are not to be re-used, and must be disposed once contaminated.
- (c) Sterilised gloves are to be worn if direct contact with sterilised equipment will occur during the procedure, e.g. body piercing.

Liquids, Creams and Gels

- (a) Any liquids or gels used should be measured and decanted into single use containers for each client.
- (b) Excess or unused liquids or gels must be discarded and not returned to original containers.
- (c) If stock cannot be decanted then single use applicators or spatulas are to be used, ensuring they are not re-used.
- (d) If re-useable containers are used they must be cleaned and sterilised after each use.

Hand Washing

- (a) Hands must be washed whenever they become contaminated, including:
 - immediately before and after attending a client
 - if the procedure is interrupted
 - after contact with any blood or body substance
 - before and after smoking, eating and drinking
 - after going to the toilet
 - prior to and after wearing gloves
 - after touching the nose or mouth
 - before and after treating wounds or handling soiled wound dressings
- (b) Nailbrushes should not be used as they may damage the skin and may provide possible infection sites.
- (c) If alcohol based hand creams are used they must be applied in conjunction with hand washing and not instead of hand washing.

Skin Preparation

- (a) Prior to commencing the skin penetration procedure, the skin must be wiped with a suitable antiseptic and allowed to air dry. Acceptable antiseptic solutions include:
 - 70% W/W ethyl alcohol
 - 80% V/V ethyl alcohol
 - 70% V/V isopropyl alcohol
 - alcoholic (isopropyl and ethyl) formulations of 0.5 -4% W/V chlorhexidene
 - aqueous or alcoholic formulations of povidine iodine (1% W/V available iodine)
- (b) Antiseptic should not be used after the expiry date.

- (c) Single use wipes are to be used on one client area and then disposed.

Protective Clothing

- (a) Skin penetration operators must wear a clean washable garment, such as an apron or a uniform, when attending clients. This clothing protects the wearer's clothing and skin from contamination.
- (b) Skin penetration operators must change protective clothing when soiled.
- (c) Skin penetration operators must wear protective clothing only in the work area. It must be removed when leaving the premises or when not performing procedures.
- (d) When undertaking colonic lavage a clean water resistant apron must be worn. Once soiled this apron must be cleaned.
- (e) Soiled linen must be removed from the treatment area after the client has left.
- (f) All linen, including towels, protective clothing and other washable fabrics must be washed with laundry detergent and water, rinsed and dried.

Exposure to Blood and Body Fluids

- (a) All workplaces must have a procedure in place for the management of exposure to blood and body fluids. Refer to the NSW Health Skin Penetration Code for Best Practice (2001).
- (b) A stocked first aid kit must be available on site at all times.

Equipment

General

- (a) Any article used to penetrate the skin of a person must be sterilised after every use and maintained in a clean and sterile condition, or discarded if designed for single-use.
- (b) All equipment that does not penetrate the skin must be cleaned and disinfected between clients.
- (c) All equipment, including benches, tables, used to carry out the procedure is to be washed with a hospital grade disinfectant.
- (d) Wax used for the purpose of hair removal must be disposed of immediately after the completion of the hair removal procedure.
- (e) Roll on wax applicators are not permitted as they encourage bacterial harbourage.
- (f) Ear piercing guns are to be used only for ear piercing.
- (g) Body piercing equipment is to be used only for body piercing.

Cleaning

- (a) Equipment must be cleaned prior to disinfection or sterilisation to remove all visible organic matter and residue, as they may inhibit the disinfection or sterilisation process.
- (b) Equipment designed not to penetrate the skin must be thoroughly cleaned prior to re-using. Thermal disinfection is then recommended. If this is not possible it must be cleaned with a 70% alcohol wipe or swab.
- (c) Items such as cleaning gloves, brushes and other equipment must be maintained in a clean and satisfactory condition. Damaged items must be replaced.
- (d) Cleaning equipment must be cleaned regularly and stored clean and dry.

Disinfection

- (a) All equipment must be cleaned prior to disinfection.
- (b) Disinfection can be achieved by chemical or thermal methods. Refer to the NSW Health's Code of Best Practice for Skin Penetration.
- (c) Equipment that can be used after disinfection must be stored in a clean, dry and dust free environment.
- (d) Ensure the directions are followed for mixing and using disinfectants. If mixed incorrectly or stored for too long the disinfectant may become ineffective.

Sterilisation

- (a) All equipment used to penetrate the skin must be sterilised.
- (b) Equipment can be pre-sterilised and/or single use.
- (c) If contact occurs between a sterile and un-sterile item, both items are un-sterile.
- (d) The recommended method of sterilising is autoclaving. Refer to the Australian Standards for the requirements (AS 2182) and operating methods (AS 4815:2001) of the autoclave.
- (e) Ensure the autoclaves are loaded correctly to ensure that the trays allow a free passage of steam, minimise condensation and can be readily removed.
- (f) Correct packaging of equipment will allow aseptic removal from the steriliser and protection from contamination once removed.
- (g) Equipment and packing material must be dry and intact at the end of processing to ensure the equipment is sterile. If packaging is damaged, damp or moist the items must not be used but must be re-sterilised or disposed of.
- (h) The autoclave must be tested, serviced regularly and calibrated at least once a year by a qualified service technician. Ensure records of this are kept on site.
- (i) All sterile equipment must be used immediately on removal from its packaging or it must be re-sterilised prior to use.
- (j) Sterilised items should be stored separately to used items awaiting sterilisation.

Waste

- (a) Waste bags must be tied or sealed and left in a secure waste container for collection. The waste containers must have a tight fitting lid and be able to contain all waste.
- (b) Waste must be removed daily from the work area.

Hairdressing and Other Procedures Where Skin is Not Penetrated

Hairdressing and other procedures where skin is not penetrated, including certain beauty treatments, are not defined as skin penetration under the legislation.

The objectives of these guidelines are to ensure hygienic practices and procedures to prevent the transfer of skin infections, including herpes, tinea and staphylococcal infections, and to ensure hairdressers and beauticians implement infection control procedures when skin is accidentally cut, punctured or penetrated.

Hygiene

- (a) All razor blades are considered contaminated with blood or blood products after use. Single use disposable razors must be disposed of immediately after use. Safety razors must have the blade removed and the razor body thoroughly cleaned before it is used again.
- (b) No cut throat blades are permitted.
- (c) Equipment such as scissors, combs, hairbrushes, highlighting caps and rollers should be washed after use on each client using warm water and detergent and then rinsed and dried.

Cleaning and Disinfection

- (a) After cleaning, all equipment must be disinfected with hospital grade disinfectant mixed to the manufacturer's directions. Equipment must be cleaned prior to disinfection or sterilisation to remove all visible organic matter and residues. These must be removed as they may inhibit the disinfection or sterilisation process.
- (b) Equipment that can be used after disinfection must be dried and stored in a clean, dry and dust free environment.
- (c) Equipment should not be soaked in disinfectant unless specified by manufacturer's instructions. Chemical disinfectants have limited contact times and may become ineffective if left for long periods.
- (d) Fresh disinfectant should be prepared each time items are to be disinfected. Effectiveness of disinfectant is reduced as the number of items immersed increase.
- (e) Ensure the directions are followed for mixing and using disinfectants. If mixed in correctly or stored for too long the disinfectant may become ineffective.
- (f) Disinfectant must be within the expiry date.
- (g) Cleaning equipment, such as brushes and brooms, must be maintained in a clean and satisfactory condition at all times. Damaged items must be replaced.
- (h) Hairdressers may use reusable capes and gowns. If disposable neck towels are not used, linen must be washed after use on each client and adequate supplies of towels must be maintained.