

BANYULE CITY COUNCIL

HEALTH SERVICES

REGISTRATION AND STRUCTURAL REQUIREMENTS FOR PERSONAL CARE AND BODY ART BUSINESSES

BANYULE CITY COUNCIL

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REQUIREMENTS FOR OPERATING A PERSONAL CARE OR BODY ART BUSINESSES

Before operating a personal care or a body art business (such as a hairdressing salon, beauty parlour, tattoo or body piercing parlour) the proprietor/operator should consider a number of compliance issues and **must** register their business under the *Public Health and Wellbeing Act 2008* with Council's Health Services (see below).

STARTING UP A NEW PERSONAL CARE OR BODY ART BUSINESS

1. Consult with Council's Health Services to discuss the proposal (preferably before selecting a site).
2. Contact Council's Planning Department, to determine whether a planning permit is required.
3. Complete and submit the request for plans assessment form (attached), along with detailed plans of the interior layout, to Council's Health Services for approval (see 'Plans and Specifications', below).
Note: *Your plans should be assessed by Council's Health Services before commencing work on a premises.*
4. Organise a final inspection from Council once works are completed.
5. Complete and submit an *Application for: Registration of Health Premises* (with fee), to register the premises under the *Public Health and Wellbeing Act 2008*.

For general small business information and advice, it is recommended that you contact the Business Licence Centre, Small Business Victoria and your appropriate industry association.

TAKING OVER AN EXISTING PERSONAL CARE OR BODY ART BUSINESS

1. Ensure the premises have a current registration under the *Public Health and Wellbeing Act 2008* with Council's Health Services.
2. Organise with the current proprietor to have a 'Pre-purchase Inspection' of the premises, to ensure any outstanding problems/items are identified prior to purchase.
3. Complete and submit the application to transfer the registration (along with the relevant fee), before taking over its operation and advise Council of any changes in current business services or procedures.

Complete the following if you are also proposing to alter the premises structurally:

4. Consult with Council's Health Services to discuss the proposal.
5. Complete and submit the request for plans assessment form (attached), along with detailed plans of the interior layout, to Council's Health Services for approval (see 'Plans and Specifications', below).
Note: *Your plans must be assessed by Council's Health Services before commencing works on a premises.*
6. Organise a final inspection from Council once works are completed.
7. Complete and submit an *Application for: Transfer of Registration* (with appropriate fee) to transfer the registration of the premises, before taking over its operation.

PLANS AND SPECIFICATIONS

Prior to undertaking any construction on proposed or existing premises, assessment should be obtained from Council's Health Services, by submitting **2 copies** of the plan, presenting the following details:

- a) The plans must be drawn accurately to a scale of not less than 1:100.

- b) The proposed layout of the premises, showing the purpose of each area and its intended use. The layout of the premises should also show the positions of equipment, appliances and other fixtures. (Refer to the sample plan on page 6).
- c) A checklist/key is to be provided, detailing the types of equipment and their finishes in the premises, demonstrating that the premises meets the requirements outlined below.

STRUCTURAL REQUIREMENTS

The following structural requirements are based on the *Public Health and Wellbeing Act 2008*, *Public Health and Wellbeing Regulations 2009* and the 'Health Guidelines for Personal Care and Body Art Industries'. These requirements should be taken into consideration when designing premises that undertake personal care or body art procedures.

1. FLOORS, WALLS & CEILINGS

The floor, walls and ceiling of every compartment in the premises shall be:

- a) Constructed of a smooth, durable and impervious material.
- b) Constructed without cracks or open joints.
- c) Capable of being readily cleaned.
- d) Unable to provide harbourage for pests.

An appropriate splash back eg. tiles, stainless steel sheeting or other approved finishes should be installed behind all plumbing fixtures.

2. FURNITURE AND EQUIPMENT

Shelves, benches and tables are to be made of a durable, smooth and impervious material.

3. LIGHTING

There should be sufficient natural or artificial light for the activities conducted.

4. VENTILATION

Adequate ventilation shall be provided to ensure that any odours/fumes generated are sufficiently dispersed.

5. HANDWASHING FACILITIES

All premises must provide a hand wash basin, located in the immediate area(s) of treatment, such as in the treatment room. The hand wash basin must be supplied with:

- a) Soap (liquid soap recommended).
- b) Paper towels or hand drying equipment approved by the Council.
- c) An adequate supply of hot and cold water, discharged through a common outlet.

Note: Where skin penetration (such as electrolysis, tattooing, body piercing etc.) is performed, the hand wash basin should be controlled by an approved hands free device.

6. EQUIPMENT SINK

A double bowl sink, separate to the hand basin, equipped with hot (not less than 70°C) and cold water through a single outlet must be provided for the sole purpose of washing equipment and implements. An equipment sink should be located in an area specified for cleaning (e.g. in a room separate to where procedures are being undertaken). Note: UV cabinets are not considered an approved method of cleaning and/or sterilisation.

7. STORAGE FACILITIES

All clean linen, towels and clothing must be stored in a clean environment (off the floor) to reduce the likelihood of contamination. A washable leak-proof receptacle should also be provided for soiled linen, towels and protective clothing.

A separate cupboard is to be provided for the storage of personal belongings.

Clean implements and instruments must be stored in a clean, **dry** environment such as inside a drawer or a separate container (off the floor). Separate containers are also to be provided for dirty instruments, labelled 'Instruments for Cleaning' and 'Instruments for Sterilisation'.

8. RUBBISH STORAGE

An adequate number of plastic, bag lined, washable bins with tight fitting lids, marked "General Waste", are to be provided for the disposal of all hair, paper and other trade waste.

If sharps are used, a suitable sharps container that complies with AS 4031:1992 must be available on-site.

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 transported and disposed of in accordance with the Environment Protection Authority requirements.

GENERAL INFORMATION

Personal care and body art businesses should provide professional, competent, safe and hygienic practices in clean premises. Unsafe and unhygienic practices can lead to the spread of infectious diseases that can affect the health of the client as well as jeopardise the health of the operator. Businesses have a legal responsibility to provide a safe service.

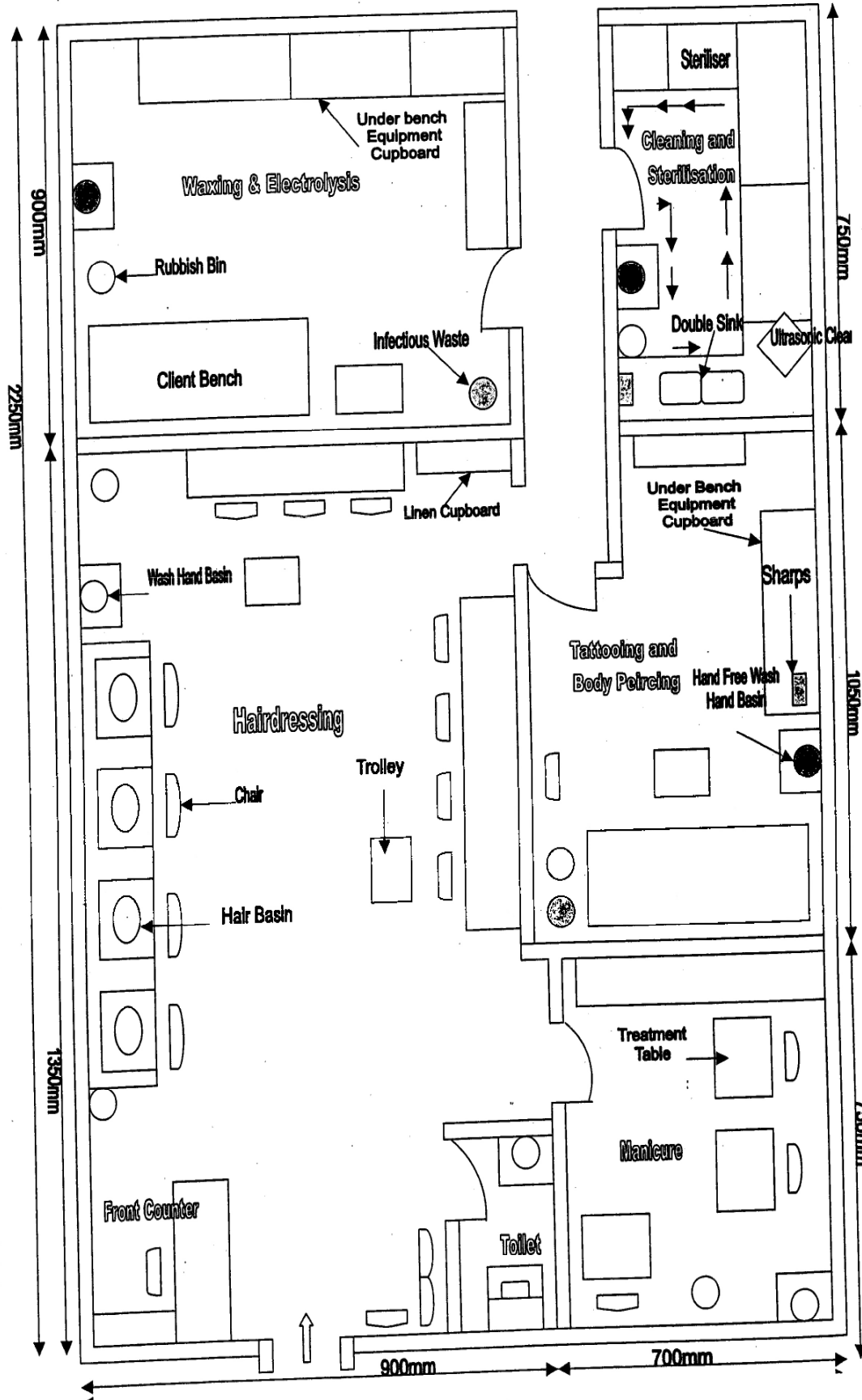
In particular, proprietors registered under the *Public Health and Wellbeing Act 2008* are legally required to comply with the *Public Health and Wellbeing Regulations 2009*. 'Health Guidelines for Personal Care and Body Art Industries' have been developed by the Department of Health to assist people to comply with these regulations. The guidelines can be obtained from the Department of Health web site http://www.health.vic.gov.au/ideas/regulations/hlth_guidelines.htm and are also available from Council's Health Services.

LIQUOR LICENCE







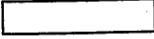
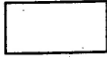

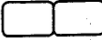
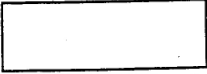
If, as part of your service, you wish to sell liquor at your premises, you are required to apply for, and obtain a Liquor Licence. To apply for a Liquor Licence contact Council's Planning Department on 9457 2298.

Liquor is classified as food and any premises that sells, stores or prepares food must be registered under the *Food Act 1984*. For more details on *Food Act 1984* registration, contact Council's Health Services on 9457 9965.

SAMPLE PLAN



KEY

Rubbish Bin	
Infectious Waste Bin	
Hair Basin	
Hand Wash Basin	
Hands Free Hand Wash Basin	
Sharps Container	
Linen Cupboard	
Trolley	
Chair	
Double Sink	
Client Bench	
Treatment Table	