

Structural Specifications - Personal Care and Body Art

Plans Submission

An Application for Plans Assessment is required to be submitted to Health Services for assessment as the first step in registering a premises under the Public Health and Wellbeing Act 2008. These structural specifications are applicable for premises conducting the following procedures:

- Hairdressing
- Beauty Therapy (including facial and body treatment; cosmetics; manicure; pedicure; artificial nails; hair removal)
- Tattooing
- Piercing or other skin penetration
- Colonic Irrigation

The Application for Plans Assessment must include the following:

- The completed Application form including page 2
- 2 copies of the plans to a scale of no less than 1:50
- A list of services intended to be provided at the premises
- The prescribed fee

The following must be clearly labelled on the plans:

- All sinks and hand basins
- What each area will be used for. The name given to each area must be consistent with page 2 of the Application form
- The scale or measurements of each area

General

Premises Design and Workflow

The premises should be planned to provide separate areas for conducting procedures and for cleaning and sanitisation/sterilisation.

The cleaning area should be designed to ensure movement of instruments/equipment in a one-way direction from dirty to clean to sterile.

Client procedure rooms should be no less than 2.5 metres square.

Sufficient bench space should be provided to ensure good working practices.

Floor, Walls and Ceilings

Floors, walls and ceilings should be durable, safe and suitable for cleaning and maintenance and constructed of sealed, nonporous material.

Suitable surfaces include stainless steel and tiles for wet areas and washable paint in non-wet areas. Rough plaster, acoustic ceilings and exposed brick are not suitable finishes.

Service pipes, conduits and electrical wiring should be concealed in walls and ceilings, or fixed on brackets so as to provide at least 25 mm clearance between pipe and walls or ceilings.

Fixtures, Fittings and Equipment

Fixtures, fittings and equipment should be durable, safe and suitable for cleaning and maintenance and constructed of sealed, nonporous material.

Lighting and Ventilation

Adequate lighting and ventilation should be provided throughout the premises. Particular attention should be paid to those areas that are frequently damp, such as above, behind and under hand basins.

Waste Disposal

Appropriate facilities should be provided for general waste. Arrangements should be made for the regular removal of waste by a professional waste collection company.

Bins used for waste should be washable and lined with a plastic bag that can be sealed for disposal.

A bin labelled "Infectious waste" should be provided for the exclusive use of waste contaminated by blood. This waste should be disposed of in accordance with Environment Protection Authority (EPA) requirements.

A suitable sharps container that complies with Australian Standards AS4031 should be provided for the disposal of single use instruments such as disposable razors and razor blades. This waste should be disposed of in accordance with EPA requirements.

Storage Facilities

Appropriate storage should be provided for the following:

- Clean or sterile articles to protect them from contamination.
- Chemicals to ensure that they are in a secure location provided with adequate ventilation.
- The storage of outdoor clothing, soiled uniforms, footwear and other personal effects of staff, in order to prevent the risk of infection.

Alterations

Where alterations to existing premises are being undertaken, the area should be isolated to prevent any risk to public health.

Plumbing

The following table is a guide to assist you in determining the number of sinks you would require to ensure the premises, the operators and the equipment are all kept in a clean and sanitary condition. If you do not provide the number of hand basin or sinks indicated in the table, you will be required to explain how you are going to minimise the risk of infection in the premises.

	Hand basin	Equipment Washing	Additional notes
Cosmetics, Facial and Body Treatments	Basin in each procedure room. *	Double bowl sink in designated cleaning area.	
Non-contact treatments	Available hand basin.	Double bowl sink in designated cleaning area.	
Hairdressing	Basin in each area.	Double bowl sink in designated cleaning area.	Hair washing sink can be used for hand washing.
Waxing and other Hair Removal	Basin in each procedure room. *	Double bowl sink in designated cleaning area.	
Nail treatments	Basin in each procedure room. *	Double bowl sink in designated cleaning area.	
Ear lobe, gun only piercing	Basin in each procedure room. *	Double bowl sink in designated cleaning area.	If only one operator is conducting a process at any one time, the hand basin may be used as a cleaning sink.
Body Piercing	Basin in each procedure room. *	Double bowl sink in designated cleaning area.	
Tattooing	Basin in each procedure room. *	Double bowl sink in designated cleaning area.	
Other skin pen (eg branding, beading)	Basin in each procedure room. *	Double bowl sink in designated cleaning area.	
Colonic Irrigation	Basin in each procedure room. *	Double bowl sink in designated cleaning area.	Separate toilets for client and staff use. Shower for client use.

* It is recommended that hand basins be hands-free. It is preferable that premises that conduct colonic irrigation, body piercing, tattooing or other skin penetration activities have sensor taps or knee/foot operated taps rather than wrist or elbow operated taps for their hand basins.

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

Hand Wash Facilities

Hand basins should:

- Be permanent fixtures connected to a supply of warm running potable water.
- Be supplied with liquid soap and paper towels.
- Be easily accessible. Facilities located behind or obstructed by equipment, walls, partitions or doorways are likely to be inaccessible.
- Be provided immediately adjacent to toilets or toilet cubicles. These hand basins are in addition to hand basins provided in procedure and cleaning areas.

Equipment Washing Sinks

Equipment Washing sinks should:

- Be permanent fixtures connected to a supply of hot and cold water through a single outlet.
- Be located in a designated cleaning area.

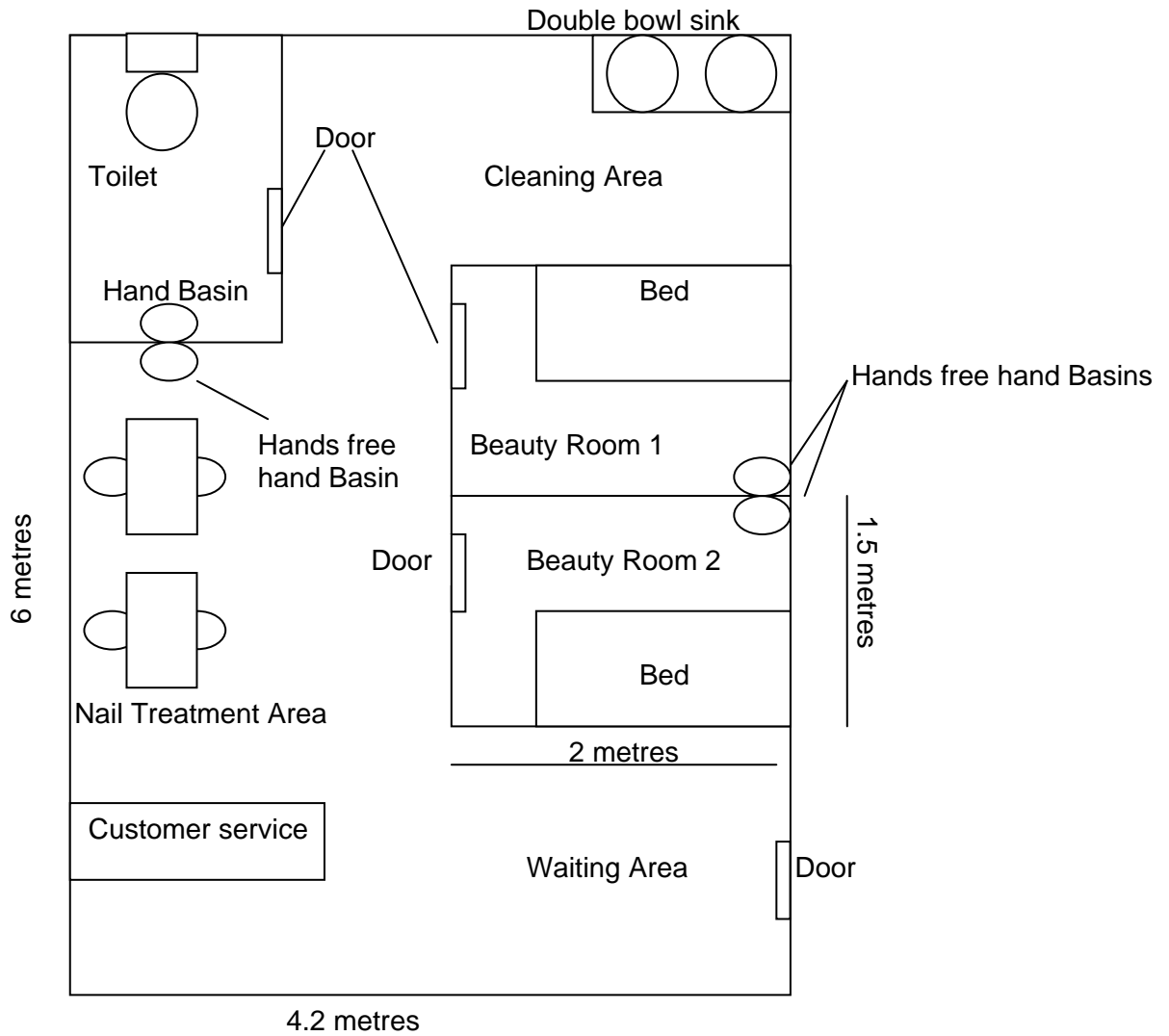
Toilet and Shower Facilities

Colonic Irrigation only – A toilet and shower should be provided for the exclusive use of the client in the procedure room or as an en-suite. Staff should be provided with a separate toilet.

All toilet facilities must be provided with hand basins with a supply of warm running water, liquid soap and suitable hand drying facilities.

Contact Melbourne Certification Group (Building) on 9658 9658 for any requirements regarding toilets.

Example plans



Name of premises: _____

Address of premises: _____