



# Waverley Council's Code for Hairdressers and Barbers

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# 1. Introduction

This code will be known as 'Waverley Council's Code for Hairdressers and Barbers'.



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## 2. Purpose

This code will enable the hairdressers in the Waverley area to operate under a code which promotes safe practices, minimum standards for hygiene and construction and best practice information for owners / operators of hairdressing premises.

The aims of the Code are to minimise the risk of transmission of micro-organisms, promote safe work environments, promote public awareness of best practice methods for hairdressers.



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### 3. Council's responsibilities

A local authority is required to receive notifications of names and business addresses of persons carrying out a hairdressing practice. It is best practice for local authorities to maintain a register of premises where hairdressers are located in the Waverley area. As part of Council's monitoring role, premises will be inspected and an annual registration/inspection fee will be charged.



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## 4. Construction

### a) Shelves, fittings and furniture

Shelves, fittings and furniture must be constructed of or covered with materials that are durable, smooth, impervious to moisture and capable of being easily cleaned.

The construction must be free from open joints, gaps, cracks and crevices, which may allow, form or afford a harbourage for vermin and cockroaches and collection of dust and waste.

All construction must be kept clean and in good repair.

Carpet shall only be used in client waiting areas.

### b) Wash Hand Basin

A separate, easily accessible wash hand basin must be installed. The wash hand basin must be serviced with hot and cold running water through a common mixing spout together with a supply of liquid soap and single-use (e.g. paper) towels .

The wall that the wash hand basin is situated against or affixed to must be constructed of or covered with material that is durable, smooth, impervious to moisture and capable of being easily cleaned (such as ceramic wall tiles) from floor level to a height of 450 millimetres above the top of the wash basin and from the centre of the wash basin to a distance of 150 millimetres beyond each side of the basin.

The wash hand basin must also

- i) be exclusively used for washing of hands, arms and face
- ii) remain unobstructed at all times
- iii) be a permanent fixture
- iv) be of size that allows easy and effective hand washing
- v) clearly designated for the sole purpose of washing hands, arms and face
- vi) be provided with a container for used paper towels
- vii) be in addition to and separate from washing up sinks and hair washing areas.



### **c) Sinks**

- i) Equipment sink – A sink supplied with hot and cold water for washing equipment is required in addition to the hand basin. A double bowl sink is essential with one bowl for washing and one for rinsing equipment. Bowls must be deep enough to allow all equipment to be scrubbed under water
- ii) Eating and drinking, utensil sink - All eating and drinking utensils must be kept clean by washing them with detergent in a separate sink such as in a staff room or staff area. The sink must be supplied with warm running water at a temperature of at least 45oC or alternatively a dish washing machine may be installed for this purpose.

### **d) General**

- i) The premises must be provided with washing drainage, ventilation and lighting (natural and artificial) that are adequate for the carrying out of hairdressing
- ii) The premises must be provided with facilities that are adequate for the purpose of keeping hairdressing appliances and utensils clean including storage facilities

### **e) Chemical Storage**

A suitable storage area must be provided for the storage of chemicals pesticides and cleaning products that is effectively bunded. For details regarding bunding contact Council's Environmental Health Surveyor, but in short it is containment of any liquid in the event of a spill. Bunding may be simply consisting of a tray to store the liquids or a more complicated wall or dam to surround the stored liquids and chemicals. A bund should be large enough to hold the contents of the largest container plus 10% and bunded areas should be covered from the rain.

The storage and handling of bulk chemicals is controlled under the Dangerous Goods Act, 1975 operators should consult with Work Cover for requirements. Material safety data sheets should be accessible to all staff.



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## 5. Health, safety and hygiene

### a) Shaving

If shaving is carried out use a disposable safety razor for one client only. They should be used once and then thrown out – this is the recommended choice.

If a standard safety razor or cut throat style razor with disposable blade is used, dispose of the blade after use on one client. The razor handle must be thoroughly cleaned after each use.

Traditional cut-throat razors are not recommended for use. However if used, razor must be thoroughly cleaned with warm water and detergent rinsed and allowed to air dry.

If the razor penetrates the skin and bleeding occurs the equipment must be sterilised after cleaning. This is the main reason why traditional cut throat razors are not recommended as bleeding may occur and the equipment must be then fully sterilised and correct procedures must be followed. Sterilisation shall be by autoclave sterilisation on site or off site sterilisation where adequate records must be kept. In the case of autoclave sterilisation there a number of steps that must always be followed in order that the killing of all micro-organisms on the equipment including bacterial spores is achieved. Full details of the sterilisation process is found in NSW Health's code of Best Practice of Skin Penetration.

If the cut-throat razor does not penetrate the skin then after the razor has been thoroughly cleaned it should be disinfected. Disinfection can be by thermal method using a boiler or hot water both at a minimum of 70oC or the chemical method in accordance with manufacturer's instructions.

Bristle brush – that is used to apply soap or shaving cream to the face in the shaving process must be used once and not reapplied to skin after shaving has commenced. After the brush has been used; wash the brush in warm water and detergent, rinse and leave to dry.



## **b) Utensils**

Utensils used for cutting hair

### **i) Scissors**

Must be cleaned before and after use on each client. Thoroughly clean scissors at least once a day but immediately after contamination with blood or body substance then sterilise prior to re-use.

### **ii) Clippers**

If the skin is cut with clippers, stop using the clippers immediately thoroughly clean and then sterilise. Do not remove hairs from the clippers with a brush. Clippers with non-detachable blades shall not be used as they cannot be cleaned correctly. Detachable blades must be thoroughly cleaned prior to re-use.

### **iii) Combs, hair brushes, highlighting caps and rollers**

All the above equipment should be washed in warm water and detergent after use on each client.

Rinse and dry with a clean towel.

Replace worn or damaged brushes.

Do not use wire brushes as they damage the skin and will require sterilisation between each use.

Do not store equipment in solutions of disinfectant unless specified by manufacture's instructions but in any case must be cleaned in warm water and detergent prior to use and allowed to air dry. Placing equipment in a disinfectant solution is not a means of cleaning the equipment.

## **c) Personal hygiene**

- Hairdressers **MUST** wash their hands before and after attending a client – Hand washing and hand care are the first steps in any infection control program. Hands should be protected from chafing by using moisturising creams.
- A clean garment must be worn daily.
- Protective garment or over clothing should be removed and stored in the work area before breaks, lunch, smoke, drinks and toileting.
- Clothing should be change once soiled



- Hairdressers and Barbers Must Not smoke, eat or drink while attending clients. These activities allow close contact with the mouth, transferring micro-organisms which can spread to the client and vice versa
- Broken skin, cuts, open wounds or infection on the hairdresser's hands and fingers especially or exposed parts of the body must be covered with a waterproof dressing to protect the hairdresser and clients. If a cut or abrasion is on the hand disposable gloves must be worn.
- There should be separate receptacles for used and unused towels.

#### **d) Bleeding**

If during a procedure such as shaving or when streaking hooks are used or if there are any accidental skin penetration, the hairdresser should:

- Put on a clean pair of disposable gloves
- Place a clean dressing on the wound and apply pressure to stop the bleeding – or use a styptic stick or styptic liquid, and thoroughly clean in warm and detergent the equipment that caused the bleeding and then sterilise before re-use
- Dispose of soiled dressings into waste bin
- Place soiled re-useable equipment into a labelled container (eg “soiled equipment” and to cleaned”)
- Finish procedure with clean equipment attending to the bleeding as necessary
- Clean the work area surfaces ie benches, chairs or floors that have become soiled with blood, blood spills or other body substances as soon as possible with water and detergent removing all visible blood and stains using a disposable cloth
- Dispose of cloths or paper towels used for wiping up blood
- Remove gloves, dispose of gloves and wash hands thoroughly.

#### **e) Animals**

Animals are not to enter shop premises. This will prevent the soiling of the premises and the introduction of vermin. An exemption may be granted for animals used by the sight and/or hearing impaired.



## f) Waste

Waste shall be placed in lined receptacles at the premises. Waste should be double bagged and disposed of via a commercial waste service – details of which should be submitted to Council.

- Waste bags and containers **must not** be overfilled as this prevents closure and increases the risk of rupture. Waste bags must be or sealed and left in a secure place for collection
- provide an adequate suitable waste storage area – Suitable for storage of a waste bin.
- Waste storage areas shall be suitably covered, bunded and drained to the sewer.
- Waste storage receptacles must be maintained in good order and repair to prevent leakage and spillage.

Disposal of sharps and disposable blades or other sharps that may be used must be disposed of separately.

Sharps and disposable blades must be disposed of immediately after use into an Australian Standard Approved Sharps container.

For sharps collection and disposal contact a licensed waste transporter and treatment facility. Disposal of sharps into the general waste stream is illegal under the Protection of the Environmental Operations Act, 1997.

Sharps containers must not be overfilled.

## g) Protective towels, caps and gowns

Wash all linen daily

Change any soiled linen immediately

If reusable capes and gowns are used they must be used in conjunction with a new and disposable neck towel on each client such as paper towel or a fresh towel for each client.



## **h) Skin rashes and other lesions**

If clients have open skin lesions such as boils, abscesses or weeping eczema, cut hair with scissors **ONLY**. Clean all equipment immediately after use.

## **i) Head lice**

Head lice are tiny insects that live in hair where they breed and feed on blood from the scalp.

They are about the size of a sesame seed, have six legs and range from tan to greyish-white in colour. They live up to 30 days and can not survive for more than two (2) days away from human scalp.

Nits are the eggs of the head lice – they look like small whitish specks about the size of a pinhead and are glued to the hair shaft. Nits are first laid very close to the scalp and then grow out with the hair. Nits hatch within seven (7) days and mature into adult lice in seven (7) days.

Nits are usually found on the hair shaft at the nape of the neck, under the fringe and behind the ears.

Head lice crawl but they can not fly or jump and they do not live on animals. They hang on to the hair with hook like claws at the end of each leg. Lice are spread by head to head contact, sharing hats, headgear, combs or brushes with an infested person.

Symptoms include:

- A tickling feeling in the hair
- Itchy scalp from lice bites
- Sores can develop from scratching and these can sometimes become infected
- Fine black powder (lice faeces) or pale grey lice skins maybe seem on the pillow

Hairdressers in particular will come across head lice in young children quite regularly and at times there can be small or large outbreaks.

When hairdressers are checking for head lice they should look closely throughout the hair and scalp for nits and lice. It is easier or more preferable to check under a bright light with a magnifying glass and a fine tooth comb.



Nits are usually noticed first and are easier to see. They are glued to the hair shaft behind the ears and the back of the neck. Unlike dandruff they can not be brushed off

If head lice are found most hairdressers will not carry out the service until treatment of the head lice is done.

Head lice treatments can be purchased from a chemist without a prescription. The instructions must be followed closely.

If the person with lice has sensitive skin, is pregnant or breast feeding or is a young baby twelve months or under it would be imperative a health professional or doctor be consulted. Manual removal may be recommended in preference to chemical disinfection.

If the hairdresser is carrying out a service after a client has been treated for lice:

- Do not use a conditioner on hair before or after applying treatment
- Do not blow dry hair after treatment as the heat may inactivate the product
- Do not re-wash hair for one to two days after treatment

For any more information on head lice please contact South Eastern Sydney Illawarra Area Public Health Unit, Community Health Centre or a doctor.

#### **j) Styptics**

Matchstick type styptic applicators are recommended but must not be used on more than one client. Liquid styptic may be applied with a clean single use disposable cloth that is discarded once it comes into contact with the client. Chapstick and roll on style type applicators must NOT be used.

Styptics are used to check or stop bleeding.

#### **k) Tweezers**

Tweezers must be thoroughly clean between use on clients.

#### **l) Toilet facilities**

A hairdresser must ensure that adequate toilets are available for him/her and their staff working in the business



**m) Access for persons with disabilities**

The premises should be made accessible for people with disabilities as far as practicable and be in accordance with Part D3 of the Building Code of Australia and Australian Standard 1428.

