

WAVERLEY COUNCIL POLICY FOR PREMISES CONDUCTING SKIN PENETRATION PROCEDURES

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1.0 Introduction

This policy is aimed at ensuring procedures that penetrate the skin are undertaken in a safe and hygienic manner.

Skin that is intact, without cuts, abrasions or lesions, is a natural protective barrier against infection. Penetrating the skin can introduce infective micro-organisms into the body. Infection can occur if equipment that pierces, punctures or penetrates the skin is contaminated, or can occur from direct person to person contact with blood or other body substances. The use of infection control techniques for skin penetration procedures minimises the introduction of infective micro-organisms into the body.

Unhygienic practices and procedures may affect the health of both the client and the operator. Where procedures involving skin penetration are not managed correctly, they have the potential to transmit bacterial and fungal infections, as well as viral infections such as HIV, Hepatitis B and Hepatitis C.

Skin penetration requirements are specified in the Public Health Act 2010 and Public Health Regulation 2012. The NSW Health, “Skin Penetration Guidelines” and “Skin Penetration Code of Best Practice 2001” were developed to compliment legislative requirements. This policy is developed for the purpose of promoting safe practices in Waverley and is intended as a minimum standard requirement for skin penetration operators.

Skin Penetration procedures include the following:

- Acupuncture where not exempt under legislation,
- Tattooing,
- Ear Piercing,
- Body decorating including body and nose piercing,
- Manicures and Pedicures,
- Hair Removal,
- Any procedure that involves skin penetration such as hair removal using wax or electrolysis, cosmetic enhancement and semi-permanent make up, and any beauty treatment that involves the deliberate penetration or removal of the skin,
- Colonic lavage.

Procedures that are conducted by registered medical practitioners such as doctors, dentists, nurses, chiropractors, osteopaths, podiatrists are not covered within this document and are exempt under the Public Health Act 2010 and Regulations. These professionals have their own legislation and infection control guidelines.

Premises conducting skin penetration procedures must be approved, and registered with Council. These premises will be regularly inspected by Environmental Health Officers (EHO's) to ensure that:

1. The premises are maintained in a safe and hygienic condition;



2. Operators conduct procedures safely including using sterile equipment to minimise risk to the health of their clients.
3. Legislative requirements are being met.
4. Premises are operating in accordance with development consent.
5. Premises are operating in accordance with this Policy.

This Policy will be known as “Waverley Council’s Policy for Premises Conducting Skin Penetration Procedures”.

2.0 Purpose

The purpose is to enable skin penetration businesses in Waverley to operate under a policy which promotes:-

1. Safe work practices;
2. Minimum standards for hygiene and construction;
3. Best practice information for skin penetration owners/operators; and
4. Infection control to reduce risk of disease transmission.

This policy is intended as a framework within which operators can develop detailed operational guidelines specifically appropriate to their business.

3.0 Council’s Responsibilities

The Public Health Act 2010 gives the power to Environmental Health Officers to enter and inspect premises believed to be used to carry out skin penetration procedures and to take action in relation to those premises. It requires Council to keep a register of premises where skin penetration procedures are carried out in Waverley. As part of Council’s monitoring role, premises will be inspected and an annual registration/inspection fee will be charged.



4.0 Council's Requirements

4.1 Approval

Prior to constructing or altering commercial premises for the purpose of conducting skin penetration procedures, it may be necessary to obtain development consent. You should check with Council's Duty Planner prior to conducting any fit-out work and verify whether a development application is required to be lodged. If you are proposing to operate from home, the same requirements will apply.

4.2 Registration

All skin penetration operations are required to notify Council in writing when skin penetration procedures are being performed. Registration forms can be downloaded from our website www.waverley.nsw.gov.au or obtained from our Customer Call Centre located at 55 Spring Street Bondi Junction. The following details must be provided:-

1. The address and telephone number of the premises;
2. The name and contact details of the occupier of the premises (including residential address and home, business and mobile telephone numbers);
3. The Australian Business Number (ABN) or Australian Company Number (ACN) (if any) of the occupier; and
4. The type of skin penetration procedures carried out at the premises.

Note: Where an area of the premises is being sub-leased to another operator, and the procedures performed by that operator are not under the control of the occupier of the premises then that operator/person must also register with Council.

4.3 Fees

A fee for inspecting/registering your skin penetration business applies.



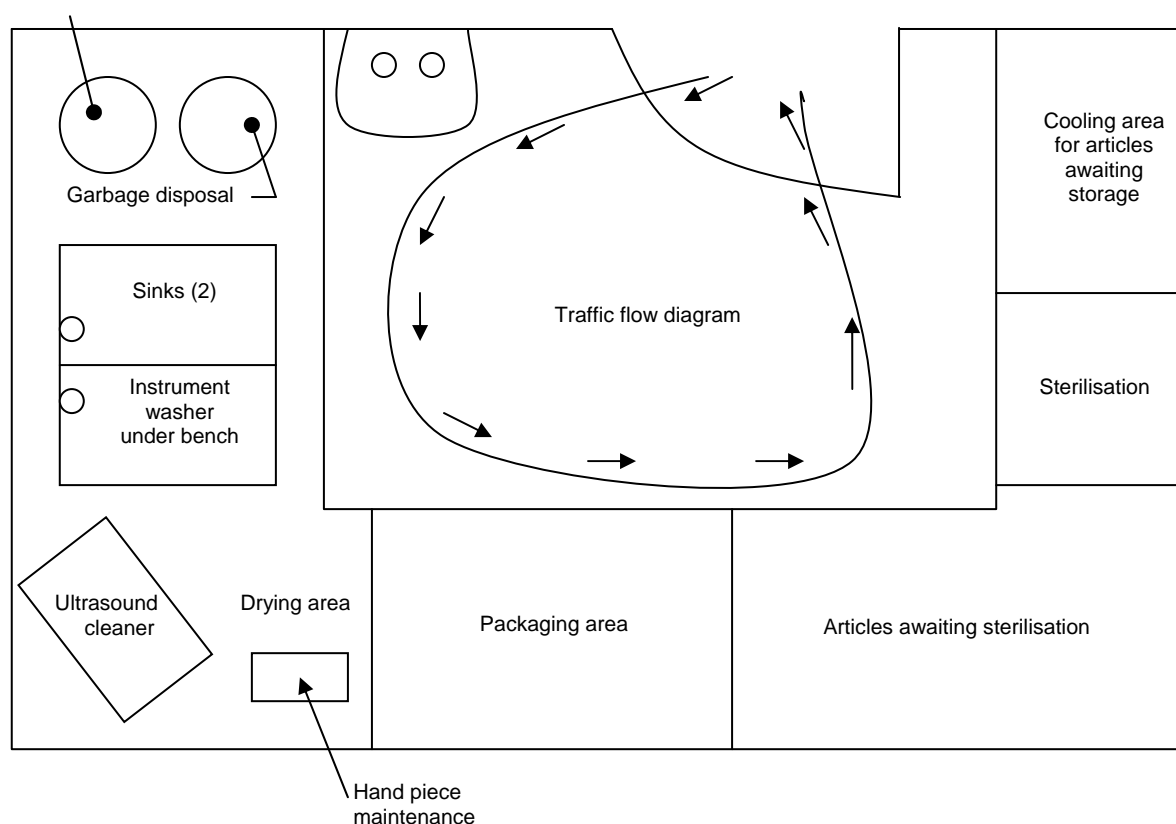
5.0 Design and Fit Out Requirements

It is essential that skin penetration procedures are carried out in properly designed and constructed premises.

5.1 Design

1. The premises must be designed and constructed to promote good hygiene practices.
2. The cleaning area must be designed to ensure movement of instruments/equipment in a one-way direction from dirty to clean to sterile areas. Cleaning areas should follow a flow pattern to prevent recontamination of equipment that has been cleaned after use on a client and prior to re-use on another client. (Figure 1)

Figure 1



NOTES:

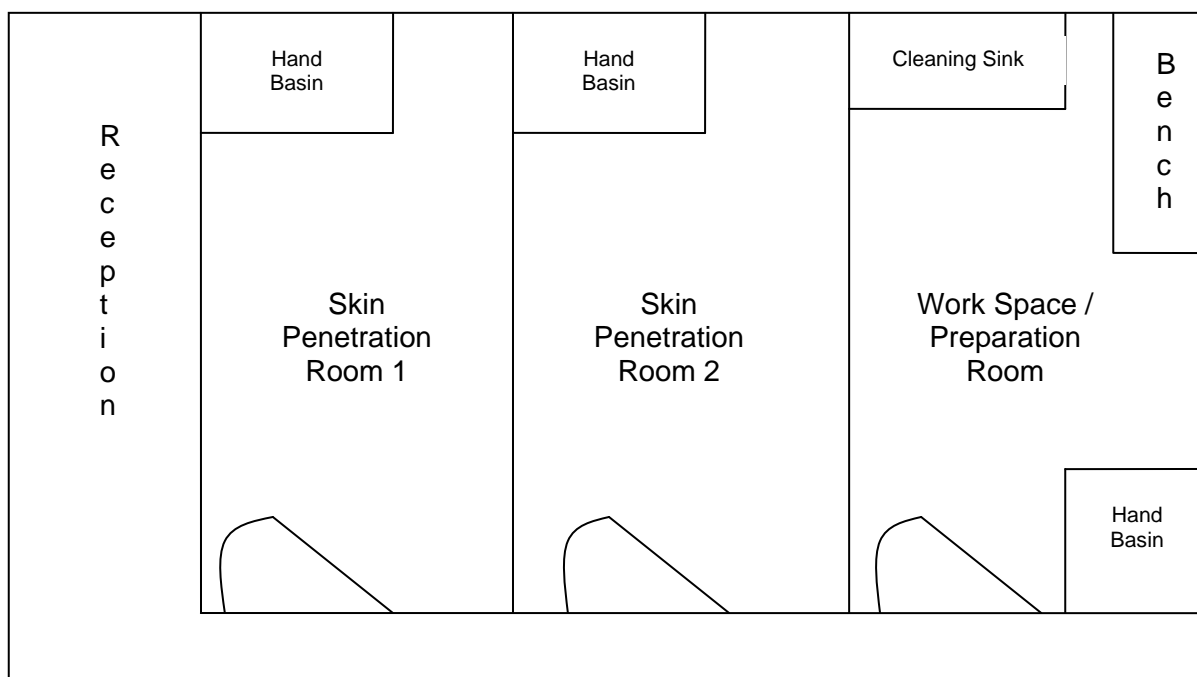
1. Arrow direction indicates the flow of instruments and equipment from dirty-clean-sterile.
2. Personnel working in the processing area should wash their hands:-
 - (a) after handling soiled items and removal of gloves;
 - (b) before handling clean items; and
 - (c) before handling sterile items.

Source AS/NZS 4815:2006

3. The premises must provide separate function specific client areas and cleaning/sterilising areas. The skin penetration procedure area is the area where skin penetration procedures will be carried out. For example the area where the client will be pierced, tattooed or waxed.



Figure 2 – Example of a typical premises layout



5.2 Materials and Finishes

1. The floors and walls of the treatment rooms must be constructed of materials that are durable, smooth, easily cleaned and impervious to moisture, for example floors – ceramic tiles, vinyl, walls – ceramic tiles, painted smooth render. Construction must be free from open joints, cracks, gaps and crevices and kept in good repair. Carpet is NOT permitted in treatment areas.
2. When butting fixtures and fittings against walls such as benches and shelving, ensure that they are sealed, to prevent access for vermin and accumulation of dust and debris.
3. Fixed fittings must have a clear space of a minimum height of 150mm between floor and under side of fitting, for cleaning accessibility. All surfaces, including shelves, fittings and other furniture must be constructed of materials suitable for the procedures undertaken. Surfaces that come into direct contact with a client's skin or mucous membrane must be smooth, impervious and made of a material that can be easily cleaned after use by a client.

5.3 Work Area

1. Adequate ventilation and lighting, natural and/or artificial must be provided to premises in accordance with the requirements of the Building Code of Australia.
2. The work area must be designed for easy access to equipment.
3. A separate area must be provided for cleaning of equipment together with a cleaning sink (separate from sink for washing kitchen utensils) with hot and cold water running through a single spout. The sink must be provided exclusively for washing equipment and instruments.



4. The cleaning sink must be provided with a splash back of at least 450mm. The splash back must be constructed of a smooth impervious material that is durable such as ceramic tiles or stainless steel.
5. Adequate storage space must be provided for clean linen, clean equipment, and/or sterile equipment.
6. All chemicals stored on the premises must be kept in a cool, dry well ventilated area, out of the reach of clients and in accordance with the requirements of the NSW Work Cover Authority. Material Safety Data Sheets for all chemicals must be kept on site.
7. The installation of colonic treatment devices must meet the requirements of the NSW Code of Practice-Plumbing and drainage, Edition No 1 July 2006.

5.4 Hand Wash Basins

1. A wash hand basin, with an adequate supply of potable water at a temperature of at least 40 degrees centigrade mixed through a single spout from a hot and cold water supply must be provided to each treatment room. It is preferable if the taps can be operated without hand contact.

Note: In the case where the provision of a hand wash basin in each treatment room is not possible i.e heritage listed premises, an application for dispensation can be lodged with Council's Environmental Health Section for a centrally located hand wash basin.

2. Provide liquid soap in a pump pack (or an alcohol-based hand cleaner) and single use towels (or an automatic hand dryer) at each of the wash hand basins. Cloth towels are not permitted. The wash hand basin/s must be easily accessible, located in a convenient position and remain unobstructed at all times.
3. Wash hand basin/s are to be provided with a splash back with a minimum height of 450mm. The splash back is to be constructed of a smooth, impervious material that is durable for example ceramic tiles or stainless steel.

5.5 Sanitary Facilities

1. Sanitary facilities must be provided in accordance with the requirements of the Building Code of Australia.
2. Where the procedure of colonic lavage is performed, a separate toilet (WC) for the sole use of clients must be provided and located:-
 - i. In close proximity to the procedure room (closed system colonic lavage) or
 - ii. In the immediate vicinity of the procedure room (open system colonic lavage).



6.0 Hygiene and Cleanliness

Any premises where skin penetration procedures are carried out must be clean and hygienic.

6.1 Personal Hygiene

1. Operators with broken skin or infections on exposed parts of their body must protect these areas with a waterproof dressing or other suitable covering.
2. Hands must be washed after eating, smoking, going to the toilet, and between clients. If alcohol based hand creams are used they must be applied in the same circumstances as when hand washing is required.
3. Operators must assume that all blood and body substances are potential sources of infection and ensure safe work methods. It is important to ensure the health and safety 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.

6.2 Gloves

1. Single use gloves must be worn by a person conducting a skin penetration procedure, and must be appropriately disposed of immediately after completing the procedure.
2. Gloves are not to be re-used, and must be disposed once contaminated or after initial use.
3. Sterilised gloves are to be worn if direct contact with sterilised equipment will occur during the procedure, e.g. body piercing.

6.3 Protective Clothing

1. When undertaking colonic lavage, the operator must wear a clean gown of impermeable material. Once soiled this gown must be removed and cleaned.
2. Operators of other skin penetration procedures must wear a clean washable garment, such as an apron or gown, when attending clients. This clothing protects the operator's clothing and skin from contamination.
3. Protective clothing must be changed when soiled.
4. Protective clothing must be worn only in the work area. It must be removed when leaving the premises or when not performing procedures.
5. Soiled linen must be removed from the treatment area immediately after the client has left.
6. All linen, protective clothing and other washable fabrics must be washed with laundry detergent and hot water, rinsed and dried.



6.4 Cleanliness

1. Premises must be maintained in a clean and sanitary condition and a good state of repair at all times.
2. All surfaces must be regularly and thoroughly cleaned. Surfaces are to be cleaned immediately after soiling, spillages or when they are visibly dirty.

6.5 Liquid, Ink and Wax

1. Inks, pigments and other liquids must be decanted into single use containers, and used with a single use applicator for each client.
2. Excess or unused inks or liquids must be discarded and not returned to original containers.
3. If re-useable containers are used they must be cleaned and sterilised after each use.
4. Spatulas or any other instrument used to apply wax for the purpose of hair removal must be disposed of immediately after completing the procedure. Wax applicators must not be re-dipped into the wax pot.
5. Wax used for the purpose of hair removal must be disposed of immediately after the completion of the hair removal procedure (single use only).
6. Roll on wax applicators are not permitted as they encourage bacterial harbourage.

6.6 Hygienic Practices

1. 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 91% W/V available iodine.
2. Antiseptic should not be used after the expiry date.
3. Single use wipes are to be used on one client area and then disposed of.
4. Ear piercing guns are to be used only for ear piercing.
5. Body piercing equipment is to be used only for body piercing.
6. Animals, except for assistance animals, are not permitted on the premises.



6.7 Linen

1. Clean linen, garments or towels must be used on each client undergoing a skin penetration procedure. Linen may be replaced with disposable paper towels or liners.
2. Clean linen must be stored separately from used linen.
3. Used linen must be removed from the treatment area once the client leaves or if it becomes soiled. It must be stored for processing in a suitable container.
4. All linen including towels, gowns, aprons and other washable fabrics must be washed with laundry detergent and hot water, rinsed, dried and stored in a clean, dry, dust free location.

7.0 Cleaning and Sterilising Equipment

7.1 Cleaning, Disinfection and Sterilisation

Cleaning, disinfection and sterilisation of equipment are important to prevent potential disease transmission to clients. The following table outlines how items are required to be cleaned and sterilised.

Equipment	Clean	Sterilise	Why
Reusable equipment that does not penetrate the skin	Yes	No	Does not penetrate the skin
Single use equipment that does not penetrate the skin	No	No	Single use equipment, required to be disposed after one use
Reusable equipment that penetrates the skin e.g reusable cuticle cutters	Yes	Yes	Penetrates the skin
Pre-sterilised single use equipment that penetrates the skin	No	No	Sterile and single use equipment

Any article used to penetrate the skin of a person must be sterilised after use and maintained in a clean and sterile condition, or discarded if designed for single-use.

7.2 Cleaning and Disinfection of Equipment and Articles

1. 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. Equipment must be cleaned with detergent and warm water and mechanical action, such as scrubbing with a brush, to ensure the removal of all residue. Equipment must then be rinsed and air dried prior to the sterilisation process commencing.



2. Instruments which may penetrate the skin and cannot be adequately cleaned and sterilised must be single use. That is, they must only be used on one client and discarded. They may never be reused.
3. 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.
4. Items such as cleaning gloves, brushes and other items used to clean equipment must be maintained in a clean and satisfactory condition. Damaged items must be discarded and replaced.
5. Ensure the directions are followed for mixing and using disinfectants. If mixed incorrectly or stored for too long the disinfectant may become ineffective.
6. The following table contains the minimum surface temperature/time relationship for effective thermal disinfection.

Surface Temperature °C	Minimum Disinfection Time (minutes)
90	1
80	10
75	30

7.3 Sterilisation

1. All equipment used to penetrate the skin must be sterilised whether at the premises or off site.
2. Where articles are sterilised on site:-
 - i. a bench top autoclave, maintained in accordance with AS 2182-1998 *Sterilizers- Steam-Benchtop*, must be used. Ultra Violet light cabinets are not permitted for sterilisation.
 - ii. 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.
 - iii. 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*.
3. Articles must be placed into autoclaving bags prior to sterilisation, this will protect them from becoming contaminated and allow them to be stored in a sterile condition.
4. Autoclaves must be loaded correctly to ensure that the trays allow a free passage of steam, minimise condensation and facilitate aseptic removal from the steriliser.
5. Equipment and packaging 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.
6. Autoclave bags must be disposed of after one use.



7. Sterilised items must be stored separately to those used items awaiting sterilisation.
8. All sterile equipment must be used immediately on removal from its packaging or it must be re-sterilised prior to use.
9. Sterile equipment that is not within packaging must be removed from the autoclave using sterile forceps and used immediately.
10. If contact occurs between a sterile and un-sterile item, both items are un-sterile.
11. The steriliser must be tested, serviced regularly (at least 6 monthly intervals) and calibrated at least once a year by a qualified service technician. Records of this must be kept on site.
12. Documentation of the sterilisation process must be recorded and kept on the premises for at least 12 months and include:
 - i. The time and date when each article was sterilised; and
 - ii. The length of time that the article was autoclaved; and
 - iii. The temperature and pressure levels of the autoclave.
13. When articles are sterilised off site, records of at least the last 12 months must be kept on the premise and include:
 - i. The date on which each article was sent off site for sterilisation; and
 - ii. The name and address of the person who sterilised the articles.

8.0 General Requirements

8.1 Exposure to Blood and Body Fluids

1. All premises conducting skin penetration procedures must have a procedure in place for the management of exposure to blood and body fluids.
2. A stocked first aid kit must be available at the premises at all times.

8.2 Supply of Sterile Disposable Needles

1. When skin penetration procedures that involve the use of needles are carried out at the premises, there must be an adequate supply of sterile disposable needles at the premises.



9.0. Waste

9.1 General waste

1. The premises must have a waste disposal bin with closely fitted lid and lined with a plastic liner. All general waste (other than sharps) must be placed in into the waste disposal bin and safely stored.
2. All treatment areas must be kept free from waste and dangerous equipment such as sharps. This will assist in the treatment area being in a safe, clean and in a healthy condition.
3. Trade waste removal details must be kept on site and be:
 - i. carried out by a licensed contractor including collection/transportation and disposal,
 - ii. records must be kept on site for a period of twelve (12) months.
4. Under NO circumstance is the disposal of waste to include dumping into public litter bins or taking home to your place of residence as this is an offence under the Local Government Act, 1993.

9.2 Sharps Containers

1. When skin penetration procedures that involve the use of sharps are carried out on the premises an adequate sharps container must be provided.
2. When reusable sharps are being used at the premises, a sharps container that complies with AS/NZ 4261:1994 *Reusable containers for the collection of sharp items used in human and animal medical applications*, must be provided to the premises at all times.
3. When non-reusable sharps are being used 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*, must be provided to the premises at all times.
4. Sharps disposal bins must be collected by a licensed waste transporter. Records of the hazardous waste disposed must be kept for three years on the premises including the generation, storage treatment or disposal of waste. If sharps are disposed of at a hospital or medical centre, a letter from the practice must be kept on the premises detailing the frequency of disposal and name and location of medical centre or hospital and there waste removal service provider. The letter must be updated every year.
5. For occupational health and safety reasons sharps disposal bins must not be overfilled or items forced into the container as it prevents closure and increases the risk of rupturing the container.
6. Sharps disposal bins must be stored in a safe place, out of reach of children.

