

Beauty Premises Construction Guide

2023-24



Permits

A person conducting a personal care and body art business (including hairdressing, beauty parlour work, colonic irrigation, tattooing, ear piercing or any other processes involving the penetration of the skin), must register their business with Council. To register your beauty business, you will need to complete the following:

1. **Check if you need a Planning Permit and/or Building Permit.** Prior to making an application you need to obtain all relevant Planning and Building Permits. If a Planning or Building Permit is required, do not commence any work on the premises until you have received the required permits.
2. **Determine the scope of your beauty premises.** Beauty businesses in Wyndham are registered based on their risk level, i.e. low, medium, and high risk. Examples of risk classifications are in this guidance document.
3. **Submit the Beauty Premises Application Form to Council.**
4. **Pay the registration fee** or the transfer of business fee as applicable. The registration fee will need to be paid prior to any further processing of your application.
5. **An Environmental Health Officer will contact you to book an inspection** of the beauty premises. Please allow a minimum of 10 working days to process the application after payment and to schedule an inspection.

Legislation and policies

Infection prevention and control is important so that you do not transmit a disease or infection to yourself or your clients. There may be industry-specific guidelines or codes of practice that you should adhere to as well. The relevant legislation and guidelines are listed below:

- *Public Health and Wellbeing Act 2008*
- *Public Health and Wellbeing Regulations 2019*
- *Infection Prevention and Control Guidelines for Hair, Beauty, Tattooing and Skin Penetration Industries*

Risk classifications

Wyndham classifies beauty businesses into three categories depending on the risk of communicable diseases. Your business will either be registered as a low, medium, or high-risk business. You must display a scope of registration for the class of business you operate, if you wish to change registration risk types, contact us to discuss further.

The following procedures are not registerable by Council:

- Cosmetic injectables
- Massage
- Chinese medicine board practitioners

The table below shows registerable procedures in each risk category:

Low	Medium	High
<ul style="list-style-type: none"> • Hairdressing • Spray tanning • Facials - application of creams etc and steam only • Makeup application • Eyebrow tinting 	<ul style="list-style-type: none"> • Hair removal (waxing, threading, epilation, laser hair removal) • Laser tattoo removal • Eyelash tinting • Eyelash extensions • Microdermabrasion • Manicures/pedicures • Ear lobe piercing with a gun • Teeth whitening 	<ul style="list-style-type: none"> • Tattooing • Piercing • Colonics • Skin needling • Electrolysis • Microblading • Wet cupping

Mobile beauty premises

Low-risk procedures may be registered with Council as mobile businesses, that is, travelling from one

location to another to conduct beauty therapy. Medium and high-risk businesses are not permitted to conduct mobile procedures.

Low risk beauty businesses must register their “principal place of business” but are exempt from any requirement to register *every* premises on which they conduct their business. For example, a hairdresser that goes into people’s homes, is not required to register every home where they conduct hairdressing, only their principal place of business i.e., their own home. You will still be required to demonstrate how you will maintain hygienic practices upon inspection of your principal place of business.

Floors, walls and ceilings

Structural finishes need to be appropriate for the activities conducted on the beauty premises. They should be finished with an impervious, durable material suited to the work process and be constructed without cracks or open joints. They should also be:

- Able to be cleaned effectively.
- Made of a non-porous material.

Carpet or other flooring that cannot be cleaned and mopped appropriately is not permitted. Rough plaster and exposed brick are not appropriate finishes for walls and ceilings and will need to be made smooth and impervious.

Hand washing facilities

The *Public Health and Wellbeing Regulations 2019* require beauty businesses to ensure they have hand washing facilities located in an accessible area for staff to use. Hand basins with hot and cold running water via a single outlet are required in each area that a beauty treatment is being conducted. Handwash basin must:

- Be permanent fixtures.
- Have a mounted soap and paper towel dispenser.
- Only be used for the sole purpose of hand washing (any hair wash basins must be separate).
- Have an appropriate splashback.
- Have a hands-free tap if performing high-risk procedures.
- Be provided next to toilet facilities.

If you are running a home-based business, an ensuite or laundry sink cannot be used as a hand washing facility and a separate sink must be installed in the room/procedure area.

Equipment washing sinks

If your business reprocesses instruments and equipment, you must provide an area dedicated to this task. The reprocessing area can be a separate room or a dedicated part of a treatment area.

The equipment processing area should have two sinks: a 'dirty' sink for washing and a 'clean' sink for rinsing washed reusable instruments and equipment. This must be in addition to the hand and hair washing facilities in a beauty therapy business. If you are proposing any less than a double bowl sink for washing your equipment, speak to an Environmental Health Officer.

Equipment cleaning sinks should not be used for purposes other than cleaning reusable instruments and items, for example, tea and coffee making or hand washing. If you require a personal sink for tea or coffee, this must be installed separately.

Disinfecting and sterilising

All instruments or equipment that are used during a beauty treatment **must** be clean and sanitary. The best way to clean and disinfect is usually by manual cleaning, that is, washing and disinfecting by hand.

Disinfectants can be **thermal** or **chemical**. Examples of both of these are available in the Infection Prevention and Control Guidelines for Hair, Beauty, Tattooing and Skin Penetration Industries.

If you are reusing items that have pierced the skin barrier, you **must** sterilise these before using them on another person, this is usually achieved through the use of a steam steriliser or autoclave. You will be required to demonstrate how you use the autoclave to meet the requirements upon initial inspection.

Linen

Paper towel, paper strips or clean linen are recommended and must be changed between clients.

Soiled linen, towels and protective clothing should be placed in a washable, leak-proof receptacle and laundered using hot water (70-80°C) and detergent. All clean linen, towels and clothing must be stored in a clean environment to reduce contamination.

Waste and sharps

All general waste, such as paper and powdered pigments, should be placed into a plastic bag-lined washable

bin with a close-fitting lid marked 'general waste'. General waste can be disposed via normal refuse collections. Bins should be regularly emptied and washed. 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 disposed of according to Environmental Protection Authority requirements.

Sharps are considered clinical waste. Sharps used for skin penetration such as needles, must be handled carefully during procedures to avoid need stick injuries and the possible transmission of blood-borne diseases. Sharps containers must comply with:

- AS 4031:1992 Non reusable containers for the collection of sharp medical items used in health care areas
- AS 4031:1992/Amdt 1 Non reusable containers for the collection of sharp items used in health areas
- AS/NZS 4261:1994 Reusable containers for the collection of sharp items used in human and animal medical applications.

Suitable sharps containers are rigid-walled, puncture-proof containers with tight fitted lids that prevent sharp objects, such as razor blades that may be contaminated with blood, from injuring another person. These containers can vary in size up from one litre containers. Disposal of sharps containers need occur only when the container is full, but before it is overflowing. Immediately after use, the operator should:

- not recap sharps
- place single-use sharps into a sharps container that meets Australian standards
- place multiple-use reusable sharp instruments into the container at the end of their useful life
- not force items into the container, so as to prevent injury.

Sharps containers should be placed a minimum of one metre above floor level, out of the reach of children. When the container is full, seal and dispose of it in accordance with EPA requirements and arrange for the container to be removed by a contractor licensed with the EPA. All liquid waste may be disposed of via the sewer, provided the local water authority has given prior permission and diluted well during disposal, via the running of four times the amount of cold water through the system at the same time.

Records

If you are doing tattooing, body piercing or any other skin penetration procedure, you need to **write down** the name, address and telephone number of each client. You do not need to do this for ear piercing or dry needling.

You should also include:

- the date of the procedure

- the type of procedure, including what jewellery was provided and where on the body it was used
- the completed consent form
- sterilisation records of the equipment you used.

You should keep records at your business for at least **12 months** following the date of the procedure.

Contact us

Email:

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In person:

Wyndham City Council Civic Centre (9am – 4pm Monday to Friday)

45 Princes Highway, WERRIBEE VIC 3030

Telephone:

03 9742 0738

Translating and interpreting services:

Phone: 131 450 (within Australia)

Phone: +613 9268 8332 (outside Australia)

Website: www.tisnational.gov.au

National Relay Service:

TTY users phone 133 677 and then ask for 1300 023 411

Speak and Listen (speech-to-speech relay) users phone 1300 555 727 then ask for 1300 023 411

Internet relay users connect to the NRS (relayservice.com.au) and then ask for 1300 023 411