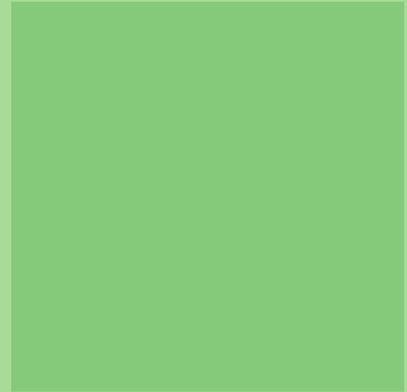




# Health Hygiene Assessment System Guide 2016





# Health Hygiene Assessment System Guide

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## Introduction

Whitehorse City Council introduced the Health Hygiene Assessment (HHA) system in 2004 as its principal means for evaluating hygiene standards of Personal Care and Body Art premises registered under the Public Health and Wellbeing Act (PHWA) such as hairdressers, beauty therapy, body piercing, tattooists and colonic irrigation.

The Health Hygiene Assessment System is designed to:

- Provide meaningful and relevant information to proprietors, consumers and Council about the standards of infection control and hygiene being achieved of personal care and body art businesses in the municipality.
- Encourage best practice through acknowledging and rewarding those businesses achieving excellence in infection control and hygiene standards.
- Improve standards of infection control and hygiene of businesses performing personal care and body art.

The health hygiene system is based on risk assessment and recognised industry best practice.

The assessment score is converted to a star rating with 5 stars representing the highest and 1 star the lowest.

Personal care and body art businesses receive a certificate that displays their star rating.

## Benefits of Achieving a 5 Star Rating

Businesses which achieve and maintain 5 stars demonstrate excellence in infection control and hygienic practices that is going above and beyond the legal requirements.

Council encourages best practice by acknowledging and rewarding the businesses that achieve excellence in infection control and hygienic practices by:

- Publishing all businesses achieving a 5 star rating in the Guide to 5 Star Premises booklet. This booklet will be available to residents to assist them in making an informed choice about where to receive beauty and body art services.
- Certificate of commendation awarded to businesses that achieve a score of 100% in their assessment. Businesses receiving a certificate of commendation will also be promoted through Whitehorse News, the monthly community newsletter and Down to Business, the quarterly publication from Council's Business and Development unit.
- All 5 star businesses are eligible for Premises of the Year Award. The recipient of the Premises of the Year is awarded a plaque and a cheque for \$200.

## Assessment Process

The Health Hygiene Assessment is based on risk and the level of compliance with the Public Health and Wellbeing Regulations 2009 and Guidelines for Personal Care and Body Art Industries.

The assessment reviews and scores factors critical to hygiene and infection control relevant to the processes and activities that are carried out. Each factor is weighted to reflect the risk and is scored during the assessment from "0" (non-compliant) to 5 (fully compliant). The overall assessment score is then converted to a star rating. The star rating, shown below, is valid until the next assessment or when change in ownership of the business occurs.

Star Rating	Total Assessment	Grading	Compliance
5 Stars	91-100%	Excellent (Incorporating Best Practice)	Compliant
4 Stars	91-100%	Excellent	
3 Stars	81-90%	Satisfactory	
2 Stars	71-80%	Unsatisfactory	Major Non-compliant
1 Star	70% and Below	Poor	Critical Non-compliance

To obtain a **4 or 5 Star** rating you need to achieve a total assessment score of between 91-100% which requires a high level of compliance in the following areas:

- Premises design and workflow
- Cleaning and disinfection
- Storage and handling of materials and equipment
- Operator hygiene
- Linen
- Occupational Health and Safety
- Waste
- Skills and Knowledge
- Industry specific requirements including sterilisation.

To achieve the bonus **5 Star** rating you need to meet the following criteria:

1. No critical non-compliances recorded since the previous assessment.
2. Maintain following best practice records

Records that apply to **all personal care and body art premises**:

Personal Care and Body Art Guidelines on site

Cleaning, Disinfection and Disposal Schedule

Incident Record

Staff Training and/or Qualification

Staff Immunisation Record

Client Procedure Record (except hairdressing)

Documentation of Off-site Sterilisation Record

Records that apply to **beauty premises** (manicures, pedicures and waxing):

Thermal Disinfection Record and/or

Chemical Disinfection Record

Wax Temperature Record (re-usable hard wax only)

Records that apply to **body piercing and tattoo premises**:

Steriliser Monitoring Record

Ultrasonic Cleaner Test Record

Heat Sealer Test Record

Equipment Maintenance Record

Validation of Steriliser/Load Record

Note: Businesses conducting onsite sterilisation must be able to demonstrate that the required time and pressure is achieved as prescribed in the Public Health and Wellbeing Regulations 2009.

To obtain a copy of these records, refer to the **Health Hygiene Assessment Best Practice Records and Procedures** booklet available on Council's website.

## Compliance Management

Council's Environmental Health Unit uses a range of approaches, from education to enforcement activities, to manage risks and to ensure compliance with the Public Health and Wellbeing Act 2008, Public Health and Wellbeing Regulations 2009 and Guidelines for Personal Care and Body Art Industries. The Health Hygiene Assessment System assists Council with the management of Personal Care and Body Art premises by rating each business as being either compliant or non-compliant. The information below describes the level of risk associated with the Star rating of the business.

### 3, 4 and 5 Star Premises – Compliant

A premises is deemed to be compliant if there are no or minor deficiencies identified during the assessment. These premises will only require a follow up inspection where deemed necessary.

### 2 Star Premises - Major Non-Compliance

Non-compliances that do not pose as a serious threat to Public Health at the time of the assessment, but may pose such a threat if no corrective action is taken. These premises will incur at least one follow up inspection.

### 1 Star Premises – Critical Non – Compliance

Non-compliances identified at the time of the assessment that pose an immediate and serious risk to Public

5 Star Rating	Grading	Compliance	Minimum Number of Non-Compliance/ Follow-Up Inspections
5 Star	Excellent (Incorporating Best Practice)	Compliant	nil
4 Star	Excellent		nil
3 Star	Satisfactory		nil
2 Star	Unsatisfactory	Major Non-compliance	1
1 Star	Unacceptable	Critical Non-compliance	2

## Complaints and Critical Non-Compliance

Environmental Health Officers (EHOs) can deduct 10 points from your assessment if a critical non-compliance or a justified complaint is determined during any inspection since the previous Health Hygiene Assessment.

This will apply to each inspection conducted where either critical non-compliance or a justified complaint has been established. Additionally, the business may be asked to remove the star certificate from display. In the case of 5 Star businesses the publication of the business details will be withheld from all promotional material.

The table below lists examples of poor practices that may result in a Critical non-compliance.

Assessment Criteria	Examples of practices that may result in a critical non-compliance
Premises design and workflow	<ul style="list-style-type: none"> <li>No hand wash basin</li> <li>No designated equipment washing sink supplied with cold and hot water to 70°C for rinsing instruments and for general cleaning</li> </ul>
Cleaning & Disinfection	<ul style="list-style-type: none"> <li>Inadequate manual cleaning and disinfection procedures</li> <li>Inadequate procedures for re-usable or single use instruments/equipment contaminated with blood or bodily fluids – i.e. inadequate off-site sterilisation or disposal</li> </ul>
Storage & handling of equipment and materials	<ul style="list-style-type: none"> <li>Articles used on clients are not stored safely and clean/sterile prior to use</li> </ul>
Operator Hygiene	<ul style="list-style-type: none"> <li>Poor personal hygiene including inadequate hand washing and exposed cuts/abrasions</li> </ul>
Occupational Health & Safety	<ul style="list-style-type: none"> <li>Inadequate procedures for dealing with accidental bleeding</li> </ul>
Waste	<ul style="list-style-type: none"> <li>Sharps and Infectious waste not stored or disposed of safely</li> </ul>
Waxing	<ul style="list-style-type: none"> <li>Cross contamination of equipment eg: double dipping.</li> </ul>
Electrolysis / Cosmetic tattooing	<ul style="list-style-type: none"> <li>Not using pre-sterile/single-use disposal needles</li> </ul>
Manicure, Pedicure and Nail Treatments	<ul style="list-style-type: none"> <li>Re use of blood/bodily fluid contaminated equipment</li> </ul>
Body / Ear Piercing	<ul style="list-style-type: none"> <li>Not using single use and sterile jewellery</li> </ul>
Tattooing	<ul style="list-style-type: none"> <li>Sharing of equipment</li> </ul>
Colonic Irrigation	<ul style="list-style-type: none"> <li>Not using single use and sterile catheters and tubing</li> </ul>
Client consent/ after care	<ul style="list-style-type: none"> <li>No after care advice for specific treatments</li> <li>Not providing advice regarding the risk of transmission of infectious disease associated with the skin penetration or tattooing procedure</li> </ul>
Sterilisation Process	<ul style="list-style-type: none"> <li>Inadequate sterilisation process – physical and chemical monitoring to ensure correct time, temperature and pressure</li> </ul>

## Appeals Process

If you have any queries with respect to your Assessment ratings please do not hesitate to contact your area EHO on phone 9262 6197.

Council has put in place an appeal procedure for proprietors aggrieved by their Health Hygiene Assessment rating.

The request must be received within fourteen days after the date the certificate was received, stating the key reasons why you disagree with their assessment rating.

A review process will then commence and will conclude with a written response forwarded to the proprietor containing the result of the review.

All correspondence should be addressed to:

The Team Leader  
Environmental Health Unit  
Locked Bag 2  
Nunawading Delivery Centre Vic 3131

## Disclaimer

Grading of premises is based on an inspection on the date indicated on the Certificate. Grading, unless reviewed during the year, lasts for one year. The CITY OF WHITEHORSE gives no warranty as to the condition of the premises or standard of operation at any time other than the date of inspection. Whilst the program may be useful as a guide, the public is urged to use their own judgement in making consumer choice.

Whitehorse City Council expressly disclaims all and any liability (including liability in negligence) to any person or body in respect of the consequences of that person's actions in consequence of reliance upon the Whitehorse City Council Health Hygiene Assessment.

## Assessment Criteria

The following information lists the factors critical to hygiene and infection control that each business is assessed against. Each item details specific requirements, based on the Health Guidelines for Personal Care and Body Art industries, and risk weighting.

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1. Premises Design and Workflow	Weighting
<p><b>Workflow and designated zones</b></p> <ul style="list-style-type: none"> <li>• Skin penetration area separate from the cleaning area</li> <li>• Separate client/procedure area</li> <li>• Premises is designed as a one way flow from soiled-clean-sterile</li> <li>• Sufficient bench space is provided in clean up and client areas</li> </ul>	0.6
<p><b>Hand washing facilities</b></p> <ul style="list-style-type: none"> <li>• Adequate hand washing facilities</li> <li>• Hand basin to be provided with appropriate splash back</li> <li>• Hand basin provided in immediate area. Hairdresser may use hair wash basin</li> <li>• Hands-free hand basin in the immediate skin penetration and colonic irrigation area with clear access</li> <li>• Hand wash basin not used for manual cleaning of instruments and other cleaning uses</li> <li>• Hand wash basin to be unobstructed</li> </ul>	0.8
<p><b>Equipment sink</b></p> <ul style="list-style-type: none"> <li>• Sink used for manual cleaning</li> <li>• Equipment sink to be separate from tea/coffee facilities</li> <li>• Adequate supply of cold and hot water (not less than 70°C) through a single outlet</li> </ul>	0.8
<p><b>Suitability / maintenance floor/walls/ceiling</b></p> <ul style="list-style-type: none"> <li>• Constructed of durable, smooth/nonporous materials for ease of cleaning</li> <li>• Clean and in good repair</li> </ul>	0.4
<p><b>Fittings / fixtures / equipment</b></p> <ul style="list-style-type: none"> <li>• Constructed of smooth/nonporous materials for ease of cleaning</li> <li>• Clean and in good repair</li> <li>• Adequate plumbing to be provided</li> </ul>	0.6
<p><b>Lighting and ventilation</b></p> <ul style="list-style-type: none"> <li>• Good lighting in areas for performing skin penetration and cleaning of instruments</li> <li>• Efficient ventilation throughout the premises, particularly in areas of high chemical exposure (eg: nail treatments and colonic irrigation).</li> </ul>	0.4

2. Cleaning and Disinfection	Weighting										
Refer the Health Guidelines on the differences between Cleaning, Disinfection and Sterilisation.											
<p><b>Collection containers for soiled instruments</b></p> <ul style="list-style-type: none"> <li>• Collection container is readily cleanable and suitable</li> <li>• Leak proof, puncture proof container with firm fitting lid is readily available and suitable (skin penetration)</li> <li>• Appropriately labelled 'dirty instruments' (skin penetration only)</li> <li>• Container is located in the "soiled area" of the cleaning zone</li> </ul>	0.6										
<p><b>Manual cleaning procedures</b></p> <ul style="list-style-type: none"> <li>• Correct manual cleaning procedures for instruments: <ul style="list-style-type: none"> <li>- Instruments that can be immersed in water are cleaned by: <ul style="list-style-type: none"> <li>- Rinsing in warm water</li> <li>- Washed in hot water and detergent</li> <li>- Rinsed in hot water</li> <li>- Dried with lint free cloth and stored in a clean, dry area</li> </ul> </li> <li>- Instruments that cannot be immersed in water are wiped over using a clean lint-free cloth dampened in warm water and detergent, then rinsed and dried prior to disinfection</li> </ul> </li> </ul>	0.8										
<p><b>Detergents for manual cleaning</b></p> <ul style="list-style-type: none"> <li>• Detergents available for manual cleaning (household detergents are not to be used)</li> <li>• Low foaming, non abrasive, free rinsing detergent is available</li> <li>• Correct use of bulk solutions/dilution of detergent/disinfectant</li> </ul>	0.6										
<p><b>Disinfection Process – bleach/thermal/chemical</b></p> <ul style="list-style-type: none"> <li>• For intermediate risk equipment</li> <li>• Sufficient disinfectant available for the cleaning of blood spills.</li> <li>• Instruments etc are cleaned before being disinfected</li> <li>• Preference should be given to thermal disinfection.</li> </ul> <table border="1" data-bbox="252 1093 829 1238"> <thead> <tr> <th><u>Surface temperature (°C)</u></th> <th><u>Minimum disinfection time</u></th> </tr> </thead> <tbody> <tr> <td>90</td> <td>1 minute</td> </tr> <tr> <td>80</td> <td>10 minutes</td> </tr> <tr> <td>75</td> <td>30 minutes</td> </tr> <tr> <td>70</td> <td>100 minutes</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Use chlorine-based disinfectant (e.g. bleach) to disinfect, rinse in hot water and dry with lint free cloth</li> <li>• Items are only immersed in chemical disinfectants as per manufacturers instructions</li> <li>• Instruments that cannot be immersed in water are disinfected using 70% alcohol preparation on a clean lint free cloth, dried &amp; stored in clean, dry area.</li> </ul>	<u>Surface temperature (°C)</u>	<u>Minimum disinfection time</u>	90	1 minute	80	10 minutes	75	30 minutes	70	100 minutes	0.8
<u>Surface temperature (°C)</u>	<u>Minimum disinfection time</u>										
90	1 minute										
80	10 minutes										
75	30 minutes										
70	100 minutes										
<p><b>Equipment for manual cleaning</b></p> <ul style="list-style-type: none"> <li>• Suitable equipment for cleaning instruments and articles</li> <li>• Storage and cleanliness of equipment</li> </ul>	0.4										
<p><b>Cleanliness of premises</b></p> <ul style="list-style-type: none"> <li>• The premise is in a clean and hygienic state</li> <li>• Routine cleaning schedule to be provided</li> <li>• Cleaning equipment is maintained clean and stored safely when not in use</li> </ul>	0.6										
<p><b>Work surfaces</b></p> <ul style="list-style-type: none"> <li>• All equipment including bed, couches, chairs to be washed with warm water and detergent, rinsed and dried following each client.</li> </ul>	0.6										

3. Storage & Handling of Equipment & Materials	Weighting
<b>Clean / sterile instruments and stock</b> <ul style="list-style-type: none"> <li>• Articles are clean prior to use on a client</li> <li>• Storage of sterile stock</li> <li>• Rotation of sterile packages</li> <li>• Packages should be opened using a non touch technique</li> <li>• Packages only opened for immediate use</li> </ul>	0.8
<b>Dispensing</b> <ul style="list-style-type: none"> <li>• Creams etc are dispensed in a manner to prevent contamination</li> <li>• Dispensed preparations are disposed of after each client</li> <li>• Use by dates are monitored</li> <li>• For cosmetic tattooing ensure that single use colour pallets are used</li> </ul>	0.6
<b>Staff personal items</b> <ul style="list-style-type: none"> <li>• Area allocated for staff personal items away from treatment areas</li> </ul>	0.2
4. Operator Hygiene	Weighting
<b>Appropriate hand washing practices</b> <ul style="list-style-type: none"> <li>• Hands are washed after using the toilets/after each client/smoking/eating/handling garbage/handling chemicals and using handkerchief.</li> <li>• For skin penetration procedures e.g. ear piercing, electrolysis and cosmetic tattooing, operators should use one of the following antimicrobial soap solutions: <ul style="list-style-type: none"> <li>- Aqueous 2% chlorhexidine-based solution</li> <li>- Aqueous 4% chlorhexidine-based solution</li> <li>- Aqueous povidone-iodine</li> </ul> </li> </ul>	0.8
<b>Use of gloves</b> <ul style="list-style-type: none"> <li>• Hands washed prior to gloving</li> <li>• Disposable, single use gloves worn while providing service to clients.</li> <li>• Gloves removed and changed when interrupted during piercing and during skin penetration.</li> <li>• Remove gloves when damaged/torn/contaminated.</li> <li>• Single use gloves disposed of immediately into approved waste bin</li> </ul>	0.6
<b>Personal Hygiene</b> <ul style="list-style-type: none"> <li>• Operator should be clean.</li> <li>• Have no exposed cuts/abrasions/wounds.</li> </ul>	0.8
5 Linen	Weighting
<b>Storage of soiled linen</b> <ul style="list-style-type: none"> <li>• Storage of soiled linen in appropriate receptacle.</li> <li>• Linen or other barrier to be changed between clients.</li> </ul>	0.4
<b>Laundering of soiled linen</b> <ul style="list-style-type: none"> <li>• Commercially laundered or washed with hot water between 70-80°C (not just heat treated).</li> <li>• Linen contaminated with blood or other body fluids to be disposed of via infectious waste.</li> </ul>	0.4
<b>Storage of clean linen (Including, paper towel, paper strips, towels and sheets)</b> <ul style="list-style-type: none"> <li>• Storage of clean linen in clean environment.</li> </ul>	0.2

6. Occupational Health and Safety & Skills and Knowledge	Weighting
<p><b>Immunisation</b></p> <ul style="list-style-type: none"> <li>• Staff offered / made aware of hepatitis B immunisation. Recommended for all operators and especially those involved with skin penetration and staff involved in cleaning of equipment / instruments</li> <li>• Documentation of information provided to staff regarding immunisation</li> </ul>	0.2
<p><b>First aid</b></p> <ul style="list-style-type: none"> <li>• Access to First Aid kit and at least one member of staff has completed a first aid course including CPR and burns management</li> <li>• Documented training on infection control procedures and protocols</li> </ul>	0.2
<p><b>Procedure for dealing with accidental bleeding</b></p> <ul style="list-style-type: none"> <li>• Protective apparel worn</li> <li>• Correct waste disposal</li> <li>• Hands thoroughly washed</li> <li>• Documented in the incident record</li> </ul>	0.8
<p><b>Procedure for dealing with Accidental Contamination of Instruments/Needles</b></p> <ul style="list-style-type: none"> <li>• Operator has knowledge of what constitutes “contamination”</li> <li>• Operator has knowledge of action to take in the event of contamination</li> <li>• Arrangements have been made for the disposal or sterilisation of contaminated instruments/needles.</li> </ul>	0.8
<p><b>Procedure relating to occupational exposure</b></p> <ul style="list-style-type: none"> <li>• Correct procedure in regards to dealing with occupational exposure</li> </ul>	0.8
<p><b>Personal Protective Equipment</b></p> <ul style="list-style-type: none"> <li>• Staff to wear clean clothing</li> <li>• Staff not to wear excessive jewellery</li> <li>• Protective clothing / articles for manual cleaning of instruments including disposable gloves, masks, eye protection, disposable aprons, footwear.</li> </ul>	0.4
<p><b>Chemicals- use and storage</b></p> <ul style="list-style-type: none"> <li>• Ensure premises well ventilated</li> <li>• Label all decanted solutions with date decanted and use by date if applicable</li> <li>• Wear gloves when decanting or mixing chemicals</li> <li>• Do no eat, drink or smoke in areas where chemicals are stored.</li> <li>• Chemicals to be used within specified use by date.</li> </ul>	0.2

7 Waste	Weighting
<p><b>Clinical and Related Waste (including blood stained swabs, cotton wool, spatulas &amp; gloves)</b></p> <ul style="list-style-type: none"> <li>• Stored in plastic lined bin with a lid and labelled “Clinical Waste”</li> <li>• Appropriately packaged, handled and transported</li> <li>• Clinical waste containers should be stored safely</li> <li>• Contractor receipt kept to document removal by authorised agent</li> <li>• Waste disposed of in accordance to EPA requirements</li> </ul>	0.8
<p><b>Handling and Disposal of Sharps</b></p> <ul style="list-style-type: none"> <li>• Disposal of needles</li> <li>• Approved sharps container used for collection of sharp items.</li> <li>• Sharps are not recapped</li> <li>• Not force items into the container, so as to prevent injury</li> <li>• Safe storage of sharps container. Stored out of the reach of children (ie at least 1 metre above floor level)</li> <li>• Disposal of sharps in accordance with EPA requirements</li> <li>• Documentation of disposal by contractors</li> </ul>	0.8
<p><b>Other Waste (such as papers and powdered pigments)</b></p> <ul style="list-style-type: none"> <li>• Separate receptacles provided for other waste generated</li> <li>• Plastic bag lined washable bin</li> <li>• Bins regularly emptied and washed</li> <li>• Liquid waste disposed of via sewer</li> </ul>	0.2
8 Waxing	Weighting
<p><b>Application of skin disinfectant</b></p> <ul style="list-style-type: none"> <li>• Cleaned with antibacterial skin cleaner</li> </ul>	0.6
<p><b>Waxing Procedure / Reuse of Wax</b></p> <ul style="list-style-type: none"> <li>• Containers to be of durable material capable of heating wax</li> <li>• Avoid cross contamination / double dipping</li> <li>• Reused wax reheated at minimum of <ul style="list-style-type: none"> <li>- 70-80°C for 15mins or</li> <li>- 127°C for 10 minutes between clients</li> </ul> </li> <li>• Roll on applicators can be dismantled</li> <li>• Roll on applicators can heat wax to 70-80°C for 15mins</li> </ul>	0.8
<p><b>After care advice</b></p> <ul style="list-style-type: none"> <li>• Skin is susceptible to irritation or infection after procedure. Clients should be provided with after care advice (eg: no swim or spa bath, sunbathe or solarium treatment).</li> </ul>	0.6

9 Electrolysis / Cosmetic Tattooing	Weighting
<p><b>Pre-Sterile / Single Use Disposable Needles</b></p> <ul style="list-style-type: none"> <li>• Only single use or sterile needles used and disposed of correctly</li> <li>• Cosmetic tattooing instruments can only be reused if the premises has its own steriliser or has convenient access to one</li> <li>• The needle chamber must be capable of being detached from the motor housing to enable thorough cleaning and sterilisation</li> </ul>	1.0
<p><b>Skin Preparation</b></p> <ul style="list-style-type: none"> <li>• Clients skin should be clean and free from cuts, abrasions and any visible sign of infection</li> <li>• Before any skin penetration procedure, the treated area must be disinfected.</li> </ul> <p>The following are approved skin disinfectants to apply</p> <ul style="list-style-type: none"> <li>- 80% v/v ethyl alcohol,</li> <li>- 60% v/v isopropyl alcohol,</li> <li>- 70% w/w ethyl alcohol,</li> <li>- 1% w/v available iodine,</li> <li>- 0.5-4% chlorhexidine</li> </ul> <ul style="list-style-type: none"> <li>• Observe Use-By dates</li> <li>• Dispense in a manner to prevent contamination</li> </ul>	0.8
10 Manicure, Pedicure and Nail Treatments	Weighting
<p><b>Nail fungus and infections</b></p> <ul style="list-style-type: none"> <li>• Operator should not provide nail treatment to clients with nail infections and advise them to seek medical attention</li> </ul>	0.6
<p><b>Single use instruments and equipment cleaning</b></p> <ul style="list-style-type: none"> <li>• Single use buffers and emery boards must only be used</li> <li>• Reusable cuticle sticks and cutters should be cleaned in between clients</li> <li>• Nail brushers, burrs and nail files should be cleaned and dried between clients</li> </ul>	0.8
<p><b>Chemicals</b></p> <ul style="list-style-type: none"> <li>• Lids kept on containers to reduce vapour escaping into air</li> </ul>	0.2

11 Body / Ear Piercing	Weighting
<p><b>Skin Preparation</b></p> <ul style="list-style-type: none"> <li>• Clients skin should be clean and free from cuts, abrasions and any visible sign of infection</li> <li>• Before any skin penetration procedure, the treated area must be disinfected.</li> </ul> <p>The following are approved skin disinfectants to apply</p> <ul style="list-style-type: none"> <li>- 80% v/v ethyl alcohol,</li> <li>- 60% v/v isopropyl alcohol,</li> <li>- 70% w/w ethyl alcohol,</li> <li>- 1% w/v available iodine,</li> <li>- 0.5-4% chlorhexidine.</li> </ul> <ul style="list-style-type: none"> <li>• Observe Use-By dates</li> <li>• Dispense in a manner to prevent contamination</li> </ul>	0.6
<p><b>Work Practices/Procedures</b></p> <ul style="list-style-type: none"> <li>• No equipment sharing between artists when working on clients</li> <li>• Each body artist must have a fully equipped and separate workstation.</li> <li>• The area must not be less than 2.5m<sup>2</sup></li> <li>• All jewellery must be Single use (for ear piercing)</li> <li>• Jewellery must be sterilised before being used on a client</li> <li>• Sterile jewellery correctly documented</li> </ul>	1.0
<p><b>Use of Aseptic Techniques</b></p> <ul style="list-style-type: none"> <li>• Mark area with nontoxic single-use marker</li> <li>• If clamp used, apply sterile clamp using sterile rubber band to secure it.</li> <li>• Only use studs from a sealed sterile package</li> <li>• Be familiar with the equipment loading procedure</li> </ul>	0.8

12 Tattooing	Weighting
<p><b>Skin Preparation</b></p> <ul style="list-style-type: none"> <li>• Clients skin should be clean and free from cuts, abrasions and any visible sign of infection</li> <li>• If tattoo area needs to be shaved use single use razor and discard into sharps container</li> <li>• Before any skin penetration procedure, the treated area must be disinfected. The following are approved skin disinfectants <ul style="list-style-type: none"> <li>- 80% v/v ethyl alcohol,</li> <li>- 60% v/v isopropyl alcohol,</li> <li>- 70% w/w ethyl alcohol,</li> <li>- 1% w/v available iodine,</li> <li>- 0.5-4% chlorhexidine.</li> </ul> </li> <li>• Observe Use-By dates</li> <li>• Dispense in a manner to prevent contamination</li> <li>• Use antimicrobial lotion or plain liquid soap on the skin before placement of a single –use stencil. Use single use deodorants if applicable</li> </ul>	0.6
<p><b>Work Practices/Procedure</b></p> <ul style="list-style-type: none"> <li>• No equipment sharing between tattooists when working on clients</li> <li>• Each body artist must have a fully equipped and separate workstation</li> <li>• The area must not be less than 2.5m<sup>2</sup></li> <li>• Cover surfaces that may need to be touched (e.g. spray and ink bottles)</li> <li>• Cover light fittings and power pack controls</li> <li>• Use pre-dispensed cleaning solution and single use wipes to remove excess pigment and blood from the tattoo site</li> <li>• On completion, clean the area, remove gloves, wash and dry hands. Use single use gloves</li> <li>• Remove antiseptic cream from single use container and apply to treated area using single use spatula</li> </ul>	1.0
<p><b>Use of Aseptic techniques</b></p> <ul style="list-style-type: none"> <li>• Inks to be sterile and non toxic</li> <li>• Dispense any pigments and cream into single use containers and single use spatulas</li> <li>• Water to be used for rinsing between colours should be placed in single use cup</li> <li>• Open sterile instruments in the presence of clients</li> <li>• Use single use razors if area/s is to be shaved</li> <li>• Inks remaining in ink cap are discarded after each client</li> <li>• Use single use spatulas for applying lubricating jelly. Never double dip.</li> <li>• Dispensed in a manner to prevent contamination</li> <li>• Single use stencil is applied over area to be tattooed</li> <li>• Dispensed preparations are disposed of after providing service to client</li> <li>• Spray bottles are emptied and cleaned before being refilled</li> </ul>	0.8

13 Colonic irrigation	Weighting
<b>Work Priorities/Procedures</b> <ul style="list-style-type: none"> <li>• Water temperature to be between 34°C and 40°C</li> <li>• Water based lubricant to be used for catheter insertion</li> <li>• Client to be provided with single use gloves and wipes</li> <li>• Operators should wear clean plastic apron and single use gloves</li> <li>• Client Consent obtained</li> <li>• Documentation of client record</li> </ul>	1.0
<b>Adequate Toilet and shower facilities</b> <ul style="list-style-type: none"> <li>• Toilet to be provided in each treatment room or as ensuite</li> <li>• Shower to be provided for each treatment room as an ensuite</li> <li>• Client to be provided with clean gowns and/or robes</li> </ul>	0.4
<b>Use of Aseptic Techniques</b> <ul style="list-style-type: none"> <li>• Sterile catheters and single use only must be used</li> <li>• Single use tubing is recommended</li> </ul>	0.8
<b>Plumbing and Sewerage Disposal</b> <ul style="list-style-type: none"> <li>• All waste is disposed of via sewer</li> <li>• Plumbing is easily accessible</li> <li>• The system is odourless and prevents backflow to and subsequent contamination of mains water</li> <li>• The storage tank is vented to the atmosphere</li> <li>• A pressure hose should be available to clean the system</li> <li>• Hot water is to be stored at 60°C to inhibit the growth of <i>Legionella</i> bacteria</li> </ul>	0.6
<b>Equipment</b> <ul style="list-style-type: none"> <li>• Colonic irrigation equipment is not directly connected to a potable water supply system</li> <li>• The treatment bed is equipped with non return and pressure-reducing valves to prevent backflow of faecal material</li> <li>• Equipment should be Australian Register of Therapeutic Goods (ARTG) inclusion number (listing or registration)</li> </ul>	0.8
<b>Water system filters</b> <ul style="list-style-type: none"> <li>• Water filters to be (1-20 microns)</li> <li>• Water to be filtered prior to entering storage tank</li> <li>• Filter to be changed according to manufacturer specifications</li> </ul>	0.6
14 Client Consent/After care (ear piercing, body piercing, electrolysis, cosmetic tattooing and tattooing)	Weighting
<b>Client consent and records</b> <ul style="list-style-type: none"> <li>• Client Consent obtained from the client</li> <li>• Records maintained including name, address, telephone number, date, type of procedures, instruments used and linked to the steriliser cycle date/number</li> </ul>	0.8
<b>Transmission of disease associated with the process</b> <ul style="list-style-type: none"> <li>• Before conducting a process involving skin penetration, written information provided to the client on transmission of infectious diseases associated with the process</li> <li>• The information must be medically accurate and must not be misleading</li> </ul>	1.0
<b>After care advice</b> <ul style="list-style-type: none"> <li>• Advice provided to avoid irritation or infection after the treatment</li> <li>• Written information is provided to the client about the transmission of infectious diseases associated with the process</li> <li>• The information must be medically accurate and must not be misleading</li> </ul>	0.8

15 Ultrasonic Cleaners	Weighting
<p><b>Preparation / Operation / Maintenance</b></p> <ul style="list-style-type: none"> <li>• Instruments are rinsed first to remove gross debris</li> <li>• Water and detergent added to the tank before instruments are processed</li> <li>• Quantity and type of detergent is per manufacturer's recommendation</li> <li>• Cleaner is degassed for not less than 3 minutes after water/detergent is added</li> <li>• Cleaner is operated with a lid</li> <li>• The instruments are rinsed in hot running water after processing</li> </ul> <p><b>The following tasks are required to be performed daily and documented:</b></p> <ul style="list-style-type: none"> <li>• The external tank, lid and gaskets are cleaned, switches are checked,</li> <li>• Cleaner is tested daily for performance using the Aluminium Foil Test, unit is emptied and cleaned</li> </ul>	0.8
16 Offsite Sterilisation	Weighting
<p><b>Off-site sterilisation – cleaning and transport</b></p> <ul style="list-style-type: none"> <li>• Cleaning and transport of instruments/articles off site</li> <li>• Transport of sterile instruments/articles back to the premises</li> <li>• Check time/ pressure/ temperature and record</li> </ul>	0.8
17 Sterilisation - Packaging and Loading	Weighting
<p><b>Materials – suitable packaging and sufficient stock</b></p> <ul style="list-style-type: none"> <li>• Steriliser packaging is suitable for sterilisation process</li> <li>• Sufficient stock available and only used once</li> <li>• Fully perforated metal/plastic tray provided</li> <li>• Do not place elastic band around bag</li> </ul>	0.6
<p><b>Labelling – packaging labelled appropriately</b></p> <ul style="list-style-type: none"> <li>• Steriliser bags labelled appropriately (date labelled, batch coded, time)</li> <li>• Do not use biro to label package (this can damage the packet)</li> <li>• Do not use a water based pen to label the package</li> </ul>	0.6
<p><b>Sealing – correctly sealed</b></p> <ul style="list-style-type: none"> <li>• Steriliser bags correctly sealed (folded 2-3 times)</li> <li>• Do not use staples, string, non adhesive tape, masking tape, elastic bands</li> </ul>	0.6
<p><b>Loading – correct loading of steriliser</b></p> <ul style="list-style-type: none"> <li>• Equipment not touching walls of chamber</li> </ul> <p>Steriliser with a drying cycle:</p> <ul style="list-style-type: none"> <li>• Correct loading of steriliser</li> <li>• Bags are not overloaded with instruments</li> <li>• Steriliser chamber is not overloaded for any given cycle</li> <li>• No packages/instruments are touching the chamber walls</li> </ul> <p>Steriliser without a drying cycle:</p> <ul style="list-style-type: none"> <li>• Only used to process unwrapped items</li> <li>• Instruments are placed on a perforated or mesh tray</li> </ul>	0.6

18 Sterilisation Process	Weighting
<p>The following items cannot be used for sterilisation: microwave, pressure cookers, incubators, UV cabinets, boiling water units, ultra sonic cleaners, household ovens, dishwashers, and other glass beaded sterilisers.</p>	
<p><b>Monitoring of sterilisation cycle</b>  <b>Steriliser to comply with AS 2182-1998</b>  <b>Sterilisation cycle monitored by one of the following methods:</b></p> <p><b>Physical monitoring:</b></p> <ul style="list-style-type: none"> <li>• Time/temperature/pressure with an external chemical indicator</li> </ul> <p><b>Chemical monitoring:</b></p> <ul style="list-style-type: none"> <li>• Class 4, 5, or 6 Chemical indicator is used with each cycle</li> </ul>	1.0
<p><b>Unloading</b></p> <ul style="list-style-type: none"> <li>• Unload immediately</li> <li>• Do not store sterile instruments in UV cabinet</li> </ul> <p><b>For wrapped instruments:</b></p> <ul style="list-style-type: none"> <li>• Removal of packages does not compromise sterility/integrity</li> <li>• Integrity of packages (are packaged dry, has indicator changed)</li> </ul> <p><b>For unwrapped instruments:</b></p> <ul style="list-style-type: none"> <li>• Removed from the steriliser and cooled using aseptic technique</li> <li>• Items should be placed in an area where disturbance is minimal to cool down</li> </ul>	0.8
<p><b>Validation of steriliser loads</b></p> <ul style="list-style-type: none"> <li>• Three successful, consecutive and identical loads are required for a demonstrated validation cycle</li> <li>• Validation must be repeated if changes occur to: <ul style="list-style-type: none"> <li>- the type of packaging</li> <li>- major servicing of the steriliser</li> <li>- package contents are changed</li> <li>- routine load or cycle parameters are changed</li> </ul> </li> </ul>	0.6
<p><b>Maintenance of the steriliser</b></p> <p><b>Steriliser weekly maintenance</b></p> <ul style="list-style-type: none"> <li>• Weekly maintenance to be undertaken and documented</li> </ul> <p><b>Monitoring of Steriliser (at least every 6 months)</b></p> <ul style="list-style-type: none"> <li>• General maintenance to be undertaken and documented eg: routine calibration, after routine servicing, and after major repairs.</li> </ul>	0.6

