



Health Hygiene Assessment

Best Practice Records







Health Hygiene Assessment – Best Practice Records

- Cleaning Schedule (insert)
- Client Procedures Record (hair and beauty services)
- Client Procedures Record (tattooing and body piercing)
- Staff Training and Qualifications Log
- Incident Record
- 6-Monthly Internal Review Record

CLIENT PROCEDURES RECORD – Hair and beauty services

Accurate and detailed records are important for both the business and the client.

Chefft Details.	
Name:	Contact Phone Number:
Addross:	

Date of Birth: _____ / _____ / _____

Client Details:

Date of procedure	Operator's name	Description of procedure	Client Information provided (Y/N)	After care information provided (Y/N)	Relevant health conditions (eg. Location of prominent moles/skin lesions, diabetes, fungal infections etc)	Comments

CLIENT PROCEDURES RECORD - Tattooing and body piercing

Accurate and detailed records are important for both the business and the client.

Use this record to document procedure/s undertaken and equipment used for each client.

Records MUST be kept for 12 months

NOTE: Include all forms of tattooing and piercing eg: cosmetic tattooing, ear/nose piercing, dry needling

Client Details:	
Name:	Contact Phone Number:
Address:	
Date of Birth: /	

Date of procedure	Operator's name	Description of procedure (including the location of procedure and jewellery used)	Consent form completed (Y/N)	Client information provided (Y/N)	Sterilisation information (including cycle records, printouts with cycle and indicator pass fail record)	Comments

STAFF TRAINING AND QUALIFICATIONS LOG

Everyone who undertakes hairdressing, beauty, tattooing and skin penetration procedures must have the skills and knowledge in infection prevention and control to ensure they can undertake their role safely. Use this record to document the names of all operators in the premises and the training they have completed. Review the record annually to update existing staff details and to include any new staff.

Staff training includes:

- On the job training provided by management, including reading and applying relevant sections of the Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries https://www2.health.vic.gov.au/public-health/infectious-diseases/personal-care-body-art-industries/personal-care-body-art-infection-prevention-control-requirements
- External formal training (eg Sterilisation) record the qualifications achieved by staff

For on the job training, both the person providing the training and the person receiving the training must initial and date the record.

		د							
Who	Training topic	M. Browr (Staff member)	S. Lee (Proprietor)						
All staff	Personal hygiene	MB 2.1.20	SL 2.1.20						
All staff	Hand hygiene https://www.health.vic.gov.au/quality-safety-service/hand-hygiene	MB 2.1.20	SL 2.1.20						
All staff	Infection prevention and control	MB 2.1.20	SL 2.1.20						
All staff	Exposure to blood and bodily fluids	MB 9.12.19	SL 9.12.19						
All staff	Management of injuries/basic first aid https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/burns-and-scalds	MB 5.12.19	SL 5.12.19						
Cleaning staff	Cleaning of equipment, disinfection process, preparing items for sterilisation, correct storage of reusable instruments and equipment, detecting problems in the process and taking action to correct issues								
Tattoo/skin penetration operators	Age of consent								
Tattoo/skin penetration operators	Availability of Hepatitis B vaccine https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/hepatitis-b								
	First Aid								· · · · · · · · · · · · · · · · · · ·
	Other								

INCIDENT RECORD

Use this record to keep track of incidents or customer complaints so that appropriate action can be taken to prevent the spread of possible infections.

Date	Name of customer/ supplier/ operator	Type of incident	Detail of incident	Medical attention?	Corrective action	Signature manager/proprietor
1/4/19	Mandy Jones	Accidental bleed	Skin accidentally cut with cuticle cutters	N	Gloves worn by operator, pressure applied with tissue to wound until bleeding stopped. Wound dressed and tissue disposed of via sharps container.	J. James
8/1/20	Paul John	Damaged goods from supplier	Pump pack of anti-bacterial lotion had seal broken.	NA	Contacted supplier and returned product.	P. John

6-MONTHLY INTERNAL REVIEW RECORD

Name:		 	
Positio	n:	 	
Date:			

The proprietor or manager should complete this record every six months. This record is designed to help you identify areas that need attention and ensure staff are complying with the *Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries*.

- All questions are to be answered yes, no or not applicable (N/A)
- Any observations, issues or corrective action must be recorded

1. Premises design and workflow	Υ	N	N/A	Observations/ Corrective Action
Workflow and designated zones				
Sufficient bench space is provided in clean up and client areas				
The work area is not less than 2.5m2				
Sinks and other plumbing fixtures				
Double bowl equipment washing sink used for cleaning equipment/				
instruments is provided				
Separate dedicated sink provided for tea/coffee facilities				
Adequate cold and hot water (not less than 70°C) through a single outlet				
supplied to the equipment washing sinks				
Adequate toilets facilities provided (operating, hand basin with liquid soap,				
paper towel, warm water, single outlet)				
Hand washing facilities				
Adequate hand washing facilities (liquid soap, paper towel, waste bin,				
adequate pressure/temperature, single outlet) provided in immediate				
procedure areas				
Hands-free hand basin is in the skin penetration and colonic irrigation				
procedure area				
Hand wash basin is used for hand washing only				
Suitability / maintenance floor/walls/ceiling				
Floors/walls/ceiling are clean and in good repair				
Fittings / fixtures / equipment				
Fittings/ fixtures/equipment are clean and in good repair				
Lighting and ventilation				
Good lighting is provided in procedure and cleaning areas				
 Efficient ventilation is supplied throughout the premises, particularly in 				
areas of high chemical exposure (eg: nail treatments, colonic irrigation,				
spray tan and chemical storage area).				
2. Cleaning and disinfection	Υ	N	N/A	Observations/
Outland and another and for an its distance of a				Corrective Action
Collection containers for soiled instruments				
The collection container is cleanable, suitable and labelled				
A leak proof, puncture proof container with firm fitting lid is readily				
available and suitable (skin penetration premises)				
Manual cleaning procedures				
 Operators aware of correct cleaning procedures and are following the cleaning schedule/s 				
 Instruments are soaked in warm water for no longer than 1 hour 				
-				
 There are enough clean instruments/equipment to cater for the number of clients 				
Detergents for manual cleaning of equipment and instruments				
 Low foaming, non-abrasive, free rinsing detergent is available for manual 				
cleaning of instruments (household detergent is not used)				
cleaning of instruments (nousehold detergent is not used)	1			
Disinfectant is not being used as a detergent				
Disinfectant is not being used as a detergent				
Disinfectant is not being used as a detergent Disinfection Process – thermal/chemical				
 Disinfectant is not being used as a detergent Disinfection Process – thermal/chemical Instruments are cleaned in detergent before being disinfected Items are only immersed in chemical disinfectants as per manufacturer's instructions 				
 Disinfectant is not being used as a detergent Disinfection Process – thermal/chemical Instruments are cleaned in detergent before being disinfected Items are only immersed in chemical disinfectants as per manufacturer's 				

 Reusable sponges not used for cleaning instruments / equipment Designated area provided for cleaning equipment to be stored when not in use 				
Lint free cloths are available for drying equipment				
Disinfectant				
Bleach and instrument grade disinfectants are on site				
Disinfectants are used in accordance with manufacturers specifications				
Instrument grade disinfectant is only used on instruments				
Hard surface disinfectant eg bleach used for floors, bathroom, toilets and				
is not used on instruments / equipment				
Solutions are discarded after 24hrs or as per manufacturers specifications				
3. Storage & handling of equipment & materials	Υ	N	N/A	Observations/
or coordige or manager of all process or managers.	-		1	Corrective Action
Storage of clean and sterile instruments				
Instruments are clean prior to use on a client				
Sterile stock is protected from contamination during storage				
Sterile packages only opened for immediate use using a non-touch				
technique				
Dispensing				
Creams/lotions are dispensed in a manner to prevent contamination				
Dispensed creams/lotions are disposed of after each client				
Use by dates on creams/lotions are monitored				
Staff personal items				
Area allocated for staff personal items re away from treatment and				
·				
cleaning areas 4. Operator hygiene	Υ	N	N/A	Observations/
4. Operator hygiene	•	IN	IN/A	Corrective Action
Appropriate hand washing practices				OOHCOHVC ACHOH
Hand hygiene is practiced by all staff				
Hands are washed with warm water and soap at the designated hand				
basin and dried with disposable single use towels				
Only alcohol based hand rubs containing 70-90% alcohol Alcohol band rubs are applied to dry bands.				
Alcohol hand rubs are only to be applied to dry hands				
Use of gloves				
Hands are washed prior to gloving				
Gloves are changed when damaged/torn/contaminated				
Staff are following the personal protective equipment procedure				
Personal Hygiene				
Operators are wearing clean clothes/uniforms				
Operators have no exposed cuts/abrasions/wounds/not wearing				
excessive jewellery				
5. Linen/Single use barrier	Υ	N	N/A	Observations/
				Corrective Action
Storage of soiled linen/single use barrier				
Storage of soiled linen is in appropriate receptacle				
Linen or other single use barrier are changed between clients				
Laundering of soiled linen				
Linen is commercially laundered or washed with hot water between 70-				
80°C or a sanitiser/disinfectant (eg Napisan) is added to each load				
Contaminated linen/single use barrier is disposed of via infectious waste				
Storage of clean linen/single use barrier				
Storage of clean linen/single use barrier is in a clean environment				
6. Occupational Health and Safety & skills and knowledge	Υ	N	N/A	Observations/
Language of the second of the				Corrective Action
Immunisation				
Skin penetration/tattoo staff / equipment cleaning staff are aware of the				
availability of Hepatitis B immunisation				
Colonic irrigation staff are aware of the availability of Hepatitis A				
immunisation				
First aid				
Staff have access to a suitable First Aid kit				
At least one operator has completed a first aid course including CPR and				
burns management				

Documented training on infection control procedures and protocols				
completed				
The staff training log is up to date				
Skills and Knowledge				
 Staff have adequate skills and knowledge to undertake procedures, cleaning and tasks 				
 Infection control/prevention and sterilisation training (where appropriate) has been completed 				
Documentation of staff training completed on training log Procedure for decling with Assidental Blooding and Assidental				
Procedure for dealing with Accidental Bleeding and Accidental Contamination of Instruments/Needles				
Incidents are documented in the incident record				
Staff have knowledge of action to take in the event of contamination				
Procedure relating to Occupational Exposure				
 Staff are aware of occupational exposure procedure when dealing with broken skin, intact skin or eye and mouth exposure 				
Personal Protective Equipment (PPE)				
 Protective clothing / articles for manual cleaning of instruments including disposable gloves, masks, eye protection, disposable aprons, footwear is available 				
Appropriate PPE is worn whilst undertaking a procedure				
Chemical use and storage				
 Labels are provided on all decanted solutions with date decanted and use 				
by date if applicable				
Chemicals are all within specified use by date.				
7. Waste	Υ	N	N/A	Observations/
				Corrective Action
Clinical and Related Waste (including blood stained swabs, cotton				
wool, spatulas & gloves)				
Appropriate infectious waste container is provided (bin lined with yellow)				
bio hazard bag)				
The container/bin is appropriately labelled				
Clinical waste containers are stored safely (ie out of reach of children) and accurate (in tight fitting lid placed)				
and securely (ie tight fitting lid closed)				
 Waste is disposed of in accordance to EPA requirements and contractor receipts are kept 				
Handling and Disposal of Sharps				
An approved sharps container is used for collection of sharp items				
Sharps are not recapped				
Items are not forced into the container				
 Safe storage of sharps container. Stored out of the reach of children (ie at 				
least 1 metre above floor level)				
• Disposal of sharps in accordance with EPA requirements and removed by				
an authorised EPA contractor				
Documentation of disposal by contractors is maintained Other Waste				
 Plastic bag lined washable bin provided for other waste generated Liquid waste is disposed of via sewer 				
8. Hair removal	Υ	N	N/A	Observations/
5				Corrective Action
Threading				
Threads are disposed of after each client				
Threads are stored in a clean environment protected from contamination				
Waxing				
Clients skin is cleaned prior to waxing				
Wax is not applied to broken skin		ĺ	Ì	
Double dipping into wax pot does not occur				
Roll on applicators are dismantled and cleaned between clients		ĺ	Ì	
 Roll on applicators are held at 70-80°C for 15mins between clients 	1	L	L	
Sugaring				
Double dipping is not occurring into sugar paste				
Hands are washed or alcohol based hand rub used after a portion of				
sugar based paste from the container and new pair of gloves are put on	1		1	
9. Electrolysis	Υ	N	N/A	Observations/ Corrective Action

			ı	
Only single use or sterile needles are used				
All needles are disposed of into a sharps container				
 The electrolysis hand piece is cleaned then disinfected with 70% alcohol after each client 				
The client's skin is clean and free from cuts, abrasions and any visible				
sign of infection				
10. Nail treatments	Υ	N	N/A	Observations/
				Corrective Action
Client preparation / Nail fungus and infections				
The clients hands/feet are cleaned and dried prior to treatment				
 Operators check health conditions with client prior to undertaking pedicure (eg diabetes) that may increase risk of infection 				
The operator will not provide nail treatment to clients with nail infections				
and advise them to seek medical attention				
Instruments and equipment cleaning				
 Single use buffers and emery boards are used 				
 Single use cuticle sticks, files and burrs are preferred 				
All reusable instruments are cleaned and dried between clients				
Foot spas are drained, cleaned and disinfected after each client AND at the and of the day following manufacturers appoifications.				
 the end of the day following manufacturers specifications Foot razors blades are disposed of via sharps container after each client 				
 If the handle to the foot razor is contaminated they are sterilised or 				
dispose of				
Single use drill bits and grinders are disposed of after each client				
Reusable use drill bits and grinders are cleaned and dried between clients				
 Cuticle cutters are single use or cleaned and steralised using autoclave 				
after each client				
44 B' 1	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		D1/A	01 (1 /
11. Piercing	Υ	N	N/A	Observations/ Corrective Action
Skin Preparation				Corrective Action
Client's skin is clean and free from cuts, abrasions and any visible sign of				
infection				
 Non toxic markers are used to mark the piercing site 				
Before any skin penetration procedure, the treated area is disinfected				
Procedures.All jewellery, needles and cannulas that pierce the skin are sterile				
Sterile instruments used on a client are correctly documented				
Spatulas, cotton, gauze and paper towel are all single use				
Ear and nose gun				
Operators are only using studs from a sealed sterile package within date				
Operators can load the gun using aseptic technique				
 Single use cartridge are disposed of via infectious waste 				
Cartridge holder is cleaned and disinfected between clients				
12. Tattooing/cosmetic tattooing/eyebrow feathering	Υ	N	N/A	Observations/
Skin Preparation				Corrective Action
Client's skin is clean, free from cuts, abrasions and any visible sign of				
infection				
Only single use razors are used and discarded into sharps container				
Skin penetration area is disinfected prior to procedure				
Operators do not touch the skin to test dryness once antiseptic is applied				
Antimicrobial lotion or plain liquid soap used on the skin before placement a single use standil like single use declarante if applicable.				
of a single use stencil. Use single use deodorants if applicable Procedure/Post procedure				
 Pre-dispensed cleaning solution and single use wipes are used to remove 				
excess pigment and blood from the tattoo site				
Inks are sterile, non-toxic and within date				
Single use spatulas used for applying lubricating jelly. No double dipping				
Only single use stencils are applied on clients				
Dispensed preparations are disposed of after providing service to client				
Spray bottles are emptied and cleaned before being refilled				
- LULU IO WORD during procedure single use gloves single use apren			ĺ	
 PPE is worn during procedure—single use gloves, single use apron Reusable instrument only used if there is an autoclave on site 				

Pigments, creams, water and wipes must be disposed of immediately				
after each client				
Work station set upEach staff member has a fully equipped and separate workstation				
Surfaces are covered that may need to be touched (e.g. spray and ink)				
bottles)				
The work area is not cluttered				
13. Therapeutic procedures	Υ	N	N/A	Observations/
				Corrective Action
Pre sterile single use needles are used for dry needling, disposed of via				
sharps container				
 Prior to treatment the skin is clean and free from oils 				
Prior to skin penetration the skin is disinfected				
Cups used on broken skin are single use and disposed of via clinical				
waste or cleaned and sterilised				
Dermal hammers are single use and disposed of via a sharps container				
Glass or plastic cups are cleaned between clients				
Bamboo cups are single use as they cannot be cleaned	V	N	NI/A	Observational
14. Low risk (make up/facials/spray tans)	Υ	N	N/A	Observations/ Corrective Action
Staff wear eye protection, facemask during a spray tan application				
 Makeup sponges are single use as they cannot be cleaned affectively 				
Make up not applied to broken skin				
15. Microdermabrasion/ Dermarolling/ Dermaplaning	Υ	N	N/A	Observations/
				Corrective Action
Equipment dismantled and cleaned between each client				
Operators are not conducting treatment on broken or damaged skin or				
after blackhead or acne clearance				
 Additional heads available in case of contamination with blood or bodily fluids 				
16. Hairdressing / barbering	Υ	N	N/A	Observations/
16. Halluressing / barbering	'	14	IN/A	Corrective Action
Razors are single use and disposed of into sharps container after each				CONCOUNT ACTION
client				
Electric shavers are not used on clients				
All equipment is washed between clients				
After treating a client with head lice all equipment to be washed in hot				
water greater than 60°C				
17. Eyelash treatments	Υ	N	N/A	Observations/
				Corrective Action
• Eyelash tinting equipment is cleaned between clients to prevent spread of				
eye infections				
Eyelash adhesives and dyes are suitable				
Procedures are postponed if client is suffering from eye infection				
Tweezers used for eyelash extensions are cleaned and boiled for 1				
minute between each client 18. Laser/IPL	Υ	N	N/A	Observations/
IO. Edgel/IFE		14	IV/A	Corrective Action
Staff wearing eye protection, facemask and single use gloves during the				
procedures				
Clients are provided with eye protection during the procedures				
 Laser/IPL hand pieces are clean between clients 				
 Laser/IPL cover or sheath is provided on hand pieces where high 				
likelihood of skin damage is. eg, tattoo removal				
19. Client Consent and records – Piercing, tattooing only and Skin	Y	N	N/A	Observations/
penetration Client Consent records maintained including name, address, telephone				Corrective Action
 Client Consent records maintained including name, address, telephone number, date, type of procedures, instruments used and linked to the 				
steriliser cycle date/number				
Client records are maintained for 12 months				
Operators have knowledge of age of consent laws				
Client information sheets provided and discussed with clients				
20. Ultrasonic cleaners	Υ	N	N/A	Observations/
				Corrective Action

Promonetics / On custics / Maintenance	_	1	1	T
Preparation / Operation / Maintenance				
Operators are aware how to correctly use the ultrasonic cleaner The external tank lid and goalests are cleaned, switches are checked.				
 The external tank, lid and gaskets are cleaned, switches are checked Performance tests are conducted daily as per manufactures 				
recommendation to check the transducer function				
21. Sterilisation – packing and loading	Υ	N	N/A	Observations/
Materials and table and a sign and a sign at a table				Corrective Action
Materials – suitable packaging and sufficient stock				
Packing occurs in a clean environmentFully perforated metal/plastic tray provided				
Labelling – packaging labelled appropriately	 			
Steriliser bags date labelled, batch coded, time recorded				
Batch codes are recorded on monitoring record				
Sealing – correctly sealed				
Steriliser bags correctly sealed (folded 2-3 times)				
Elastic bands, staples, string, non-adhesive tape, masking tape, not used				
oading – <u>Steriliser with a drying cycle:</u>				
Bags and chamber is not overloaded				
No packages/instruments touch the chamber walls				
22. Sterilisation process	Υ	N	N/A	Observations/
				Corrective Action
Sterilisation cycle monitored by one of the following methods:				
Physical monitoring:				
Time/temperature/pressure with an external chemical indicator				
Data logger or printer should be working, if not, visual monitoring and				
recording should occur every 10 seconds. The recordings include time,				
pressure and temperature of every cycle				
 Sterilisers without printer or logger should be replaced Chemical monitoring: 				
Ensure an appropriate class of chemical indicator is used as per				
AS/NZ4815:2006 (see page 87-88 of the guidelines)				
Results of chemical indicators should be recorded as the indicator itself is				
not reliable long term				
Biological/enzymatic monitoring:				
Should be used after installation of unit, after major repairs, as part of the				
validation procedure, to investigate cycle failures				
Permanent records are to be kept				
Validation				
Three successful, consecutive and identical loads are required for a demonstrated validation evals must be desumented.				
 demonstrated validation cycle, must be documented Validation is required upon commissioning, prior to use, after routine 				
servicing and major repairs				
Incorrect unit				
Steriliser is listed with the TGA as an approved steriliser				
Microwaves, pressure cookers, UV cabinets, ultrasonic cleaners,				
dishwashers and other glass beaded sterilisers are NOT used	<u> </u>			
Maintenance/Calibration of the steriliser				
 General maintenance to be undertaken as per manufacturer's specifications and documented eg: routine calibration, after routine 				
servicing, and after major repairs				
Records	1			
Results of all commissioning, validation and monitoring is documented				
and maintained for a minimum 12 months				
23. Business Responsibilities	Υ	N	N/A	Observations/ Corrective Action
Notice of scope of registration on display in a prominent location in the				Confective Action
entry to the business				
24. Colonic Irrigation	Υ	N	N/A	Observations/ Corrective Action
Equipment				John Couve Action
Colonic equipment not connected directly to sewer, clients can not				
 alter settings 1-20 micron water filters in use, water filtered before enters tank, 				
filters changed as required				
<u> </u>				

Water temp regulators installed at mains and tank		
Single use tubing used		
Catheters		
 Sterile and single use is recommended 		
Tubing single use		
Plumbing and sewage disposal		
 Plumbing easily accessible, beds connected to water are authorised 		
and certified, system odourless and vented to atmosphere		
 Reduced pressure zone device fitted on water supply line 		
 Waste discharged via approved sewer connection 		
Hot water stored at 60°C		
 Water delivered via system not greater that 40°C 		
 Water based lubricant provided in single use sachet along with gloves 		
and moist wipes		
Operator provided with PPE		
Disinfectants		
 Hospital grade disinfectant available 		
 If bleach ensure contact time is 10 minutes or as per manufacturer's 		
specifications		

6-MONTHLY INTERNAL REVIEW RECORD

Name:		 	
Positio	n:	 	
Date:			

The proprietor or manager should complete this record every six months. This record is designed to help you identify areas that need attention and ensure staff are complying with the *Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries*.

- All questions are to be answered yes, no or not applicable (N/A)
- Any observations, issues or corrective action must be recorded

				Corrective Action
Vorkflow and designated zones				
Sufficient bench space is provided in clean up and client areas				
The work area is not less than 2.5m2				
Sinks and other plumbing fixtures				
Double bowl equipment washing sink used for cleaning equipment	/			
instruments is provided				
Separate dedicated sink provided for tea/coffee facilities				
Adequate cold and hot water (not less than 70°C) through a single outle	t			
supplied to the equipment washing sinks	•			
Adequate toilets facilities provided (operating, hand basin with liquid soap	_			
paper towel, warm water, single outlet)	'			
land washing facilities				
Adequate hand washing facilities (liquid soap, paper towel, waste bin,				
adequate pressure/temperature, single outlet) provided in immediate				
procedure areas				
Hands-free hand basin is in the skin penetration and colonic irrigation				
procedure area				
Hand wash basin is used for hand washing only				
Suitability / maintenance floor/walls/ceiling				
Floors/walls/ceiling are clean and in good repair				
ittings / fixtures / equipment				
Fittings/ fixtures/equipment are clean and in good repair				
ighting and ventilation				
Good lighting is provided in procedure and cleaning areas				
Efficient ventilation is supplied throughout the premises, particularly in				
areas of high chemical exposure (eg: nail treatments, colonic irrigation,				
spray tan and chemical storage area).				
. Cleaning and disinfection	Υ	N	N/A	Observations/
				Corrective Action
Collection containers for soiled instruments				
The collection container is cleanable, suitable and labelled				
A leak proof, puncture proof container with firm fitting lid is readily				
available and suitable (skin penetration premises)				
Manual cleaning procedures				
Operators aware of correct cleaning procedures and are following the		1		
cleaning schedule/s				
Instruments are soaked in warm water for no longer than 1 hour				
There are enough clean instruments/equipment to cater for the number of		1		
clients				
Petergents for manual cleaning of equipment and instruments				
Low foaming, non-abrasive, free rinsing detergent is available for manual				
cleaning of instruments (household detergent is not used)		1		
Disinfectant is not being used as a detergent				
Disinfection Process – thermal/chemical				
Instruments are cleaned in detergent before being disinfected				
Items are only immersed in chemical disinfectants as per manufacturer's				
instructions				
ilisti dottoris				
equipment for manual cleaning / cloth				
Manual cleaning procedures Operators aware of correct cleaning procedures and are following the cleaning schedule/s Instruments are soaked in warm water for no longer than 1 hour There are enough clean instruments/equipment to cater for the number of clients Detergents for manual cleaning of equipment and instruments Low foaming, non-abrasive, free rinsing detergent is available for manual cleaning of instruments (household detergent is not used) Disinfectant is not being used as a detergent Disinfection Process – thermal/chemical Instruments are cleaned in detergent before being disinfected				

 Reusable sponges not used for cleaning instruments / equipment Designated area provided for cleaning equipment to be stored when not in use 				
Lint free cloths are available for drying equipment				
Disinfectant				
Bleach and instrument grade disinfectants are on site				
Disinfectants are used in accordance with manufacturers specifications				
Instrument grade disinfectant is only used on instruments				
Hard surface disinfectant eg bleach used for floors, bathroom, toilets and				
is not used on instruments / equipment				
Solutions are discarded after 24hrs or as per manufacturers specifications				
3. Storage & handling of equipment & materials	Υ	N	N/A	Observations/ Corrective Action
Storage of clean and sterile instruments				
Instruments are clean prior to use on a client				
Sterile stock is protected from contamination during storage				
Sterile packages only opened for immediate use using a non-touch				
technique				
Dispensing				
Creams/lotions are dispensed in a manner to prevent contamination				
Dispensed creams/lotions are disposed of after each client				
Use by dates on creams/lotions are monitored				
Staff personal items				
Area allocated for staff personal items re away from treatment and				
cleaning areas				
4. Operator hygiene	Υ	N	N/A	Observations/
A none notice to be and to select a none of the selections				Corrective Action
Appropriate hand washing practices				
Hand hygiene is practiced by all staff				
Hands are washed with warm water and soap at the designated hand hasin and dried with dispassible single use towels.				
basin and dried with disposable single use towels				
Only alcohol based hand rubs containing 70-90% alcohol Alcohol hand rubs are only to be applied to dry bands.				
Alcohol hand rubs are only to be applied to dry hands Use of gloves				
Hands are washed prior to gloving Claves are shanged when demaged/tern/centeminated.				
Gloves are changed when damaged/torn/contaminated Staff are following the paragraph makes the par				
Staff are following the personal protective equipment procedure Personal Hygiens				
Personal Hygiene				
Operators are wearing clean clothes/uniforms				
Operators have no exposed cuts/abrasions/wounds/not wearing				
excessive jewellery 5. Linen/Single use barrier	Υ	N	N/A	Observations/
5. Lilleli/Siligle use barrier	•	IN	IN/A	Corrective Action
Storage of soiled linen/single use barrier				CONCOUVE ACTION
Storage of soiled linen is in appropriate receptacle				
Linen or other single use barrier are changed between clients				
Laundering of soiled linen				
Linen is commercially laundered or washed with hot water between 70-				
80°C or a sanitiser/disinfectant (eg Napisan) is added to each load				
Contaminated linen/single use barrier is disposed of via infectious waste				
Storage of clean linen/single use barrier				
Storage of clean linen/single use barrier is in a clean environment				
6. Occupational Health and Safety & skills and knowledge	Υ	N	N/A	Observations/
or o companional results and called a called and informouge				Corrective Action
Immunisation				
Skin penetration/tattoo staff / equipment cleaning staff are aware of the				
availability of Hepatitis B immunisation				
Colonic irrigation staff are aware of the availability of Hepatitis A				
immunisation				
First aid				
Staff have access to a suitable First Aid kit				
At least one operator has completed a first aid course including CPR and				
burns management				
<u> </u>				

Decree and addressed as a sinfertion control and a decree and another la	1	I		
 Documented training on infection control procedures and protocols completed 				
The staff training log is up to date				
Skills and Knowledge				
Staff have adequate skills and knowledge to undertake procedures,				
cleaning and tasks				
 Infection control/prevention and sterilisation training (where appropriate) 				
has been completed				
Documentation of staff training completed on training log				
Procedure for dealing with Accidental Bleeding and Accidental				
Contamination of Instruments/Needles				
Incidents are documented in the incident record				
Staff have knowledge of action to take in the event of contamination Procedure relation to Occupational Exposure				
Procedure relating to Occupational Exposure				
 Staff are aware of occupational exposure procedure when dealing with broken skin, intact skin or eye and mouth exposure 				
Personal Protective Equipment (PPE)				
Protective clothing / articles for manual cleaning of instruments including				
disposable gloves, masks, eye protection, disposable aprons, footwear is				
available				
Appropriate PPE is worn whilst undertaking a procedure				
Chemical use and storage				
Labels are provided on all decanted solutions with date decanted and use Labels are provided on all decanted solutions with date decanted and use				
by date if applicable				
Chemicals are all within specified use by date.	V	NI	NI/A	Observational
7. Waste	Y	N	N/A	Observations/ Corrective Action
Clinical and Related Waste (including blood stained swabs, cotton				Corrective Action
wool, spatulas & gloves)				
 Appropriate infectious waste container is provided (bin lined with yellow 				
bio hazard bag)				
 The container/bin is appropriately labelled 				
 Clinical waste containers are stored safely (ie out of reach of children) 				
and securely (ie tight fitting lid closed)				
Waste is disposed of in accordance to EPA requirements and contractor requirements are kept.				
receipts are kept				
Handling and Disposal of Sharps				
An approved sharps container is used for collection of sharp items				
Sharps are not recapped				
Items are not forced into the container				
• Safe storage of sharps container. Stored out of the reach of children (ie at				
least 1 metre above floor level)				
• Disposal of sharps in accordance with EPA requirements and removed by				
an authorised EPA contractor				
Documentation of disposal by contractors is maintained				
Other Waste				
Plastic bag lined washable bin provided for other waste generated				
Liquid waste is disposed of via sewer				
8. Hair removal	Υ	N	N/A	Observations/
				Corrective Action
Threading		I		
Threading Threads are disposed of after each client				Ì
Threads are disposed of after each client				
 Threads are disposed of after each client Threads are stored in a clean environment protected from contamination 				
 Threads are disposed of after each client Threads are stored in a clean environment protected from contamination Waxing 				
 Threads are disposed of after each client Threads are stored in a clean environment protected from contamination Waxing Clients skin is cleaned prior to waxing 				
 Threads are disposed of after each client Threads are stored in a clean environment protected from contamination Waxing Clients skin is cleaned prior to waxing Wax is not applied to broken skin 				
 Threads are disposed of after each client Threads are stored in a clean environment protected from contamination Waxing Clients skin is cleaned prior to waxing Wax is not applied to broken skin Double dipping into wax pot does not occur 				
 Threads are disposed of after each client Threads are stored in a clean environment protected from contamination Waxing Clients skin is cleaned prior to waxing Wax is not applied to broken skin Double dipping into wax pot does not occur Roll on applicators are dismantled and cleaned between clients 				
 Threads are disposed of after each client Threads are stored in a clean environment protected from contamination Waxing Clients skin is cleaned prior to waxing Wax is not applied to broken skin Double dipping into wax pot does not occur Roll on applicators are dismantled and cleaned between clients Roll on applicators are held at 70-80°C for 15mins between clients 				
 Threads are disposed of after each client Threads are stored in a clean environment protected from contamination Waxing Clients skin is cleaned prior to waxing Wax is not applied to broken skin Double dipping into wax pot does not occur Roll on applicators are dismantled and cleaned between clients Roll on applicators are held at 70-80°C for 15mins between clients Sugaring				
 Threads are disposed of after each client Threads are stored in a clean environment protected from contamination Waxing Clients skin is cleaned prior to waxing Wax is not applied to broken skin Double dipping into wax pot does not occur Roll on applicators are dismantled and cleaned between clients Roll on applicators are held at 70-80°C for 15mins between clients Sugaring Double dipping is not occurring into sugar paste 				
 Threads are disposed of after each client Threads are stored in a clean environment protected from contamination Waxing Clients skin is cleaned prior to waxing Wax is not applied to broken skin Double dipping into wax pot does not occur Roll on applicators are dismantled and cleaned between clients Roll on applicators are held at 70-80°C for 15mins between clients Sugaring Double dipping is not occurring into sugar paste Hands are washed or alcohol based hand rub used after a portion of 				
 Threads are disposed of after each client Threads are stored in a clean environment protected from contamination Waxing Clients skin is cleaned prior to waxing Wax is not applied to broken skin Double dipping into wax pot does not occur Roll on applicators are dismantled and cleaned between clients Roll on applicators are held at 70-80°C for 15mins between clients Sugaring Double dipping is not occurring into sugar paste Hands are washed or alcohol based hand rub used after a portion of sugar based paste from the container and new pair of gloves are put on 				
 Threads are disposed of after each client Threads are stored in a clean environment protected from contamination Waxing Clients skin is cleaned prior to waxing Wax is not applied to broken skin Double dipping into wax pot does not occur Roll on applicators are dismantled and cleaned between clients Roll on applicators are held at 70-80°C for 15mins between clients Sugaring Double dipping is not occurring into sugar paste Hands are washed or alcohol based hand rub used after a portion of 	Y	N	N/A	Observations/ Corrective Action

	1		1	T
Only single use or sterile needles are used				
All needles are disposed of into a sharps container The description of the descript				
 The electrolysis hand piece is cleaned then disinfected with 70% alcohol after each client 				
The client's skin is clean and free from cuts, abrasions and any visible				
sign of infection				
10. Nail treatments	Υ	N	N/A	Observations/
				Corrective Action
Client preparation / Nail fungus and infections				
The clients hands/feet are cleaned and dried prior to treatment				
Operators check health conditions with client prior to undertaking padicuse (or disherts) that may increase risk of infaction.				
 pedicure (eg diabetes) that may increase risk of infection The operator will not provide nail treatment to clients with nail infections 				
and advise them to seek medical attention				
Instruments and equipment cleaning				
Single use buffers and emery boards are used				
 Single use cuticle sticks, files and burrs are preferred 				
 All reusable instruments are cleaned and dried between clients 				
 Foot spas are drained, cleaned and disinfected after each client AND at 				
the end of the day following manufacturers specifications				
Foot razors blades are disposed of via sharps container after each client				
 If the handle to the foot razor is contaminated they are sterilised or dispose of 				
 Single use drill bits and grinders are disposed of after each client 				
Reusable use drill bits and grinders are cleaned and dried between clients				
Cuticle cutters are single use or cleaned and steralised using autoclave				
after each client				
11. Piercing	Υ	N	N/A	Observations/
Skin Preparation				Corrective Action
Client's skin is clean and free from cuts, abrasions and any visible sign of				
infection				
Non toxic markers are used to mark the piercing site				
Before any skin penetration procedure, the treated area is disinfected				
Procedures.				II.
All jewellery, needles and cannulas that pierce the skin are sterile				
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	1 1			
Pigments, creams, water and wipes must be disposed of immediately				
after each client				
Work station set up				
Each staff member has a fully equipped and separate workstation				
Surfaces are covered that may need to be touched (e.g. spray and ink				
bottles)				
,				
The work area is not cluttered	W		N1/A	Observations /
13. Therapeutic procedures	Υ	N	N/A	Observations/
				Corrective Action
 Pre sterile single use needles are used for dry needling, disposed of via 				
sharps container				
Prior to treatment the skin is clean and free from oils				
Prior to skin penetration the skin is disinfected				
Cups used on broken skin are single use and disposed of via clinical				
waste or cleaned and sterilised				
 Dermal hammers are single use and disposed of via a sharps container 				
Glass or plastic cups are cleaned between clients				
Bamboo cups are single use as they cannot be cleaned				
14. Low risk (make up/facials/spray tans)	Υ	N	N/A	Observations/
14. LOW 115K (Illake up/lacials/spray talls)	•	IN	IN/A	
				Corrective Action
Staff wear eye protection, facemask during a spray tan application				
 Makeup sponges are single use as they cannot be cleaned affectively 				
Make up not applied to broken skin				
15. Microdermabrasion/ Dermarolling/ Dermaplaning	Υ	N	N/A	Observations/
10. Intologorinable 31011/ Borniaronning/ Borniaplanning		•	14//-	Corrective Action
Fundament Promoth Landahamath bases in Prot				Corrective Action
 Equipment dismantled and cleaned between each client 				
 Operators are not conducting treatment on broken or damaged skin or 				
after blackhead or acne clearance				
 Additional heads available in case of contamination with blood or bodily 				
fluids				
16. Hairdressing / barbering	Υ	N	N/A	Observations/
10. Hallulessing / Darbering		14	IN/A	
				Corrective Action
 Razors are single use and disposed of into sharps container after each 				Corrective Action
 Razors are single use and disposed of into sharps container after each client 				Corrective Action
·				Corrective Action
clientElectric shavers are not used on clients				Corrective Action
 client Electric shavers are not used on clients All equipment is washed between clients 				Corrective Action
 client Electric shavers are not used on clients All equipment is washed between clients After treating a client with head lice all equipment to be washed in hot 				Corrective Action
 client Electric shavers are not used on clients All equipment is washed between clients After treating a client with head lice all equipment to be washed in hot water greater than 60°C 				
 client Electric shavers are not used on clients All equipment is washed between clients After treating a client with head lice all equipment to be washed in hot 	Y	N	N/A	Observations/
 client Electric shavers are not used on clients All equipment is washed between clients After treating a client with head lice all equipment to be washed in hot water greater than 60°C 	Y	N	N/A	
 client Electric shavers are not used on clients All equipment is washed between clients After treating a client with head lice all equipment to be washed in hot water greater than 60°C 17. Eyelash treatments 	Y	N	N/A	Observations/
 client Electric shavers are not used on clients All equipment is washed between clients After treating a client with head lice all equipment to be washed in hot water greater than 60°C 17. Eyelash treatments Eyelash tinting equipment is cleaned between clients to prevent spread of 	Y	N	N/A	Observations/
 client Electric shavers are not used on clients All equipment is washed between clients After treating a client with head lice all equipment to be washed in hot water greater than 60°C 17. Eyelash treatments Eyelash tinting equipment is cleaned between clients to prevent spread of eye infections 	Y	N	N/A	Observations/
 client Electric shavers are not used on clients All equipment is washed between clients After treating a client with head lice all equipment to be washed in hot water greater than 60°C 17. Eyelash treatments Eyelash tinting equipment is cleaned between clients to prevent spread of eye infections Eyelash adhesives and dyes are suitable 	Y	N	N/A	Observations/
 client Electric shavers are not used on clients All equipment is washed between clients After treating a client with head lice all equipment to be washed in hot water greater than 60°C 17. Eyelash treatments Eyelash tinting equipment is cleaned between clients to prevent spread of eye infections Eyelash adhesives and dyes are suitable Procedures are postponed if client is suffering from eye infection 	Y	N	N/A	Observations/
 client Electric shavers are not used on clients All equipment is washed between clients After treating a client with head lice all equipment to be washed in hot water greater than 60°C 17. Eyelash treatments Eyelash tinting equipment is cleaned between clients to prevent spread of eye infections Eyelash adhesives and dyes are suitable Procedures are postponed if client is suffering from eye infection Tweezers used for eyelash extensions are cleaned and boiled for 1 	Y	N	N/A	Observations/
 client Electric shavers are not used on clients All equipment is washed between clients After treating a client with head lice all equipment to be washed in hot water greater than 60°C 17. Eyelash treatments Eyelash tinting equipment is cleaned between clients to prevent spread of eye infections Eyelash adhesives and dyes are suitable Procedures are postponed if client is suffering from eye infection Tweezers used for eyelash extensions are cleaned and boiled for 1 minute between each client 				Observations/ Corrective Action
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 client Electric shavers are not used on clients All equipment is washed between clients After treating a client with head lice all equipment to be washed in hot water greater than 60°C 17. Eyelash treatments Eyelash tinting equipment is cleaned between clients to prevent spread of eye infections Eyelash adhesives and dyes are suitable Procedures are postponed if client is suffering from eye infection Tweezers used for eyelash extensions are cleaned and boiled for 1 minute between each client 18. Laser/IPL Staff wearing eye protection, facemask and single use gloves during the 				Observations/ Corrective Action Observations/
 client Electric shavers are not used on clients All equipment is washed between clients After treating a client with head lice all equipment to be washed in hot water greater than 60°C 17. Eyelash treatments Eyelash tinting equipment is cleaned between clients to prevent spread of eye infections Eyelash adhesives and dyes are suitable Procedures are postponed if client is suffering from eye infection Tweezers used for eyelash extensions are cleaned and boiled for 1 minute between each client 18. Laser/IPL Staff wearing eye protection, facemask and single use gloves during the procedures 				Observations/ Corrective Action Observations/
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Duran quetien / Ou quetien / Meinten anno		I	l	T
Preparation / Operation / Maintenance				
Operators are aware how to correctly use the ultrasonic cleaner The external tank lid and replicts are already switches are absoluted.				
 The external tank, lid and gaskets are cleaned, switches are checked Performance tests are conducted daily as per manufactures 				
recommendation to check the transducer function				
21. Sterilisation – packing and loading	Υ	N	N/A	Observations/
Materials suitable various and sufficient stack				Corrective Action
Materials – suitable packaging and sufficient stock				
Packing occurs in a clean environment Fully perfected matel/plactic tray provided.				
Fully perforated metal/plastic tray provided Labelling – packaging labelled appropriately				
Steriliser bags date labelled, batch coded, time recorded				
Batch codes are recorded on monitoring record				
Sealing – correctly sealed				
Steriliser bags correctly sealed (folded 2-3 times)				
Elastic bands, staples, string, non-adhesive tape, masking tape, not used				
oading – Steriliser with a drying cycle:				
Bags and chamber is not overloaded				
 No packages/instruments touch the chamber walls 				
22. Sterilisation process	Υ	N	N/A	Observations/
				Corrective Action
Sterilisation cycle monitored by one of the following methods:				
Physical monitoring:				
Time/temperature/pressure with an external chemical indicator				
Data logger or printer should be working, if not, visual monitoring and				
recording should occur every 10 seconds. The recordings include time,				
pressure and temperature of every cycle				
Sterilisers without printer or logger should be replaced				
Chemical monitoring:				
Ensure an appropriate class of chemical indicator is used as per				
AS/NZ4815:2006 (see page 87-88 of the guidelines)				
Results of chemical indicators should be recorded as the indicator itself is				
not reliable long term Biological/enzymatic monitoring:				
Should be used after installation of unit, after major repairs, as part of the				
validation procedure, to investigate cycle failures				
Permanent records are to be kept				
Validation				
Three successful, consecutive and identical loads are required for a				
demonstrated validation cycle, must be documented				
 Validation is required upon commissioning, prior to use, after routine 				
servicing and major repairs				
Incorrect unit				
Steriliser is listed with the TGA as an approved steriliser				
Microwaves, pressure cookers, UV cabinets, ultrasonic cleaners, dishuses and other place beaded starilizers are NOT used.				
dishwashers and other glass beaded sterilisers are NOT used Maintenance/Calibration of the steriliser				
 General maintenance to be undertaken as per manufacturer's specifications and documented eg: routine calibration, after routine 				
servicing, and after major repairs				
Records				
Results of all commissioning, validation and monitoring is documented				
and maintained for a minimum 12 months				
23. Business Responsibilities	Υ	N	N/A	Observations/
Notice of scope of registration on display in a prominent location in the				Corrective Action
entry to the business				
24. Colonic Irrigation	Υ	N	N/A	Observations/ Corrective Action
Equipment				Soffective Action
Colonic equipment not connected directly to sewer, clients can not				
alter settings				
1-20 micron water filters in use, water filtered before enters tank, filters changed as required.				
filters changed as required			ĺ .	l

Water temp regulators installed at mains and tank		
Single use tubing used		
Catheters		
 Sterile and single use is recommended 		
Tubing single use		
Plumbing and sewage disposal		
 Plumbing easily accessible, beds connected to water are authorised and certified, system odourless and vented to atmosphere 		
 Reduced pressure zone device fitted on water supply line 		
Waste discharged via approved sewer connection		
Hot water stored at 60°C		
 Water delivered via system not greater that 40°C 		
 Water based lubricant provided in single use sachet along with gloves and moist wipes 		
Operator provided with PPE		
Disinfectants		
 Hospital grade disinfectant available 		
 If bleach ensure contact time is 10 minutes or as per manufacturer's specifications 		



ACKNOWLEDGEMENT OF COUNTRY

Whitehorse City Council acknowledges the Wurundjeri Woi-wurrung people of the Kulin Nation as the traditional owners of the land. We pay our respects to their Elders past, present and emerging.

CONTACTING COUNCIL

Postal Address: Whitehorse City Council

Locked Bag 2

Nunawading Delivery Centre 3131

ABN 39 549 568 822

Telephone: 9262 6333

NRS: 133 677 then quote 9262 6333

(Service for deaf or hearing impaired people)

TIS: 131 450

(Telephone Interpreter Service. Call and ask to be connected to Whitehorse City Council)

Email: customer.service@whitehorse.vic.gov.au

Website: www.whitehorse.vic.gov.au

Service Centres: Whitehorse Civic Centre

379–399 Whitehorse Road, Nunawading 3131

Box Hill Town Hall Service Centre

Box Hill Town Hall

1022 Whitehorse Road, Box Hill 3128

Forest Hill Service Centre

Shop 275

Forest Hill Chase Shopping Centre Canterbury Road, Forest Hill 3131