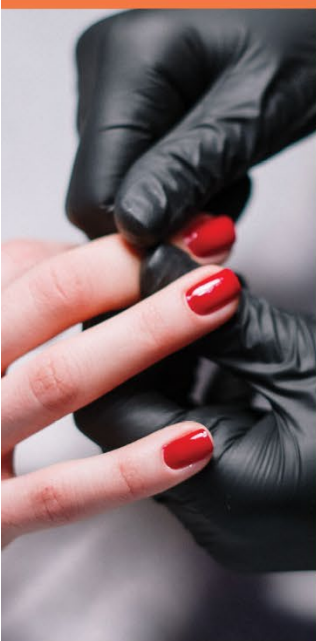




Health Hygiene Assessment

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**

Additional copies of these records can be obtained from your Environmental Health Officer or downloaded from <https://www.whitehorse.vic.gov.au/health-hygiene-assessment>

CLIENT PROCEDURES RECORD – Hair and beauty services

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

Client Details:

Name: _____ Contact Phone Number: _____

Address: _____

Date of Birth: ____ / ____ / ____

[illegible]

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: / /

[illegible]

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.

[illegible]

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.

[illegible]

6-MONTHLY INTERNAL REVIEW RECORD

Name: _____

Position: _____

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 | Y | N | N/A | Observations/ Corrective Action |
|--|---|---|-----|------------------------------------|
| Workflow and designated zones <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Floors/walls/ceiling are clean and in good repair | | | | |
| Fittings / fixtures / equipment <ul style="list-style-type: none"> • Fittings/ fixtures/equipment are clean and in good repair | | | | |
| Lighting and ventilation <ul style="list-style-type: none"> • 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 | Y | N | N/A | Observations/ Corrective Action |
| Collection containers for soiled instruments <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Instruments are cleaned in detergent before being disinfected • Items are only immersed in chemical disinfectants as per manufacturer's instructions | | | | |
| Equipment for manual cleaning / cloth <ul style="list-style-type: none"> • Suitable cleaning equipment is provided including cloths | | | | |

| | | | | |
|---|----------|----------|------------|--|
| <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 | Y | N | N/A | Observations/ Corrective Action |
| Storage of clean and sterile instruments <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Area allocated for staff personal items re away from treatment and cleaning areas | | | | |
| 4. Operator hygiene | Y | N | N/A | Observations/ Corrective Action |
| Appropriate hand washing practices <ul style="list-style-type: none"> 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 hand rubs are only to be applied to dry hands | | | | |
| Use of gloves <ul style="list-style-type: none"> Hands are washed prior to gloving Gloves are changed when damaged/torn/contaminated Staff are following the personal protective equipment procedure | | | | |
| Personal Hygiene <ul style="list-style-type: none"> Operators are wearing clean clothes/uniforms Operators have no exposed cuts/abrasions/wounds/not wearing excessive jewellery | | | | |
| 5. Linen/Single use barrier | Y | N | N/A | Observations/ Corrective Action |
| Storage of soiled linen/single use barrier <ul style="list-style-type: none"> Storage of soiled linen is in appropriate receptacle Linen or other single use barrier are changed between clients | | | | |
| Laundering of soiled linen <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Storage of clean linen/single use barrier is in a clean environment | | | | |
| 6. Occupational Health and Safety & skills and knowledge | Y | N | N/A | Observations/ Corrective Action |
| Immunisation <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Staff have access to a suitable First Aid kit At least one operator has completed a first aid course including CPR and burns management | | | | |

| | | | | |
|--|----------|----------|------------|--|
| <ul style="list-style-type: none"> Documented training on infection control procedures and protocols completed The staff training log is up to date | | | | |
| Skills and Knowledge <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Incidents are documented in the incident record Staff have knowledge of action to take in the event of contamination | | | | |
| Procedure relating to Occupational Exposure <ul style="list-style-type: none"> Staff are aware of occupational exposure procedure when dealing with broken skin, intact skin or eye and mouth exposure | | | | |
| Personal Protective Equipment (PPE) <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 | Y | N | N/A | Observations/ Corrective Action |
| Clinical and Related Waste (including blood stained swabs, cotton wool, spatulas & gloves) <ul style="list-style-type: none"> 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 receipts are kept | | | | |
| Handling and Disposal of Sharps <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Plastic bag lined washable bin provided for other waste generated Liquid waste is disposed of via sewer | | | | |
| 8. Hair removal | Y | N | N/A | Observations/ Corrective Action |
| Threading <ul style="list-style-type: none"> Threads are disposed of after each client Threads are stored in a clean environment protected from contamination | | | | |
| Waxing <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 | | | | |
| 9. Electrolysis | Y | N | N/A | Observations/ Corrective Action |

| | | | | |
|---|----------|----------|------------|--|
| <ul style="list-style-type: none"> 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 | Y | N | N/A | Observations/ Corrective Action |
| Client preparation / Nail fungus and infections <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 sterlised using autoclave after each client | | | | |
| 11. Piercing | Y | N | N/A | Observations/ Corrective Action |
| Skin Preparation <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 | Y | N | N/A | Observations/ Corrective Action |
| Skin Preparation <ul style="list-style-type: none"> 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 of a single use stencil. Use single use deodorants if applicable | | | | |
| Procedure/Post procedure <ul style="list-style-type: none"> 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 PPE is worn during procedure—single use gloves, single use apron Reusable instrument only used if there is an autoclave on site | | | | |

| | | | | |
|---|----------|----------|------------|--|
| <ul style="list-style-type: none"> Pigments, creams, water and wipes must be disposed of immediately after each client | | | | |
| Work station set up <ul style="list-style-type: none"> 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 | | | | |
| 13. Therapeutic procedures | Y | N | N/A | Observations/ Corrective Action |
| <ul style="list-style-type: none"> 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) | Y | N | N/A | Observations/ Corrective Action |
| <ul style="list-style-type: none"> 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/ Dermalrolling/ Dermaplaning | Y | N | N/A | Observations/ Corrective Action |
| <ul style="list-style-type: none"> 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 | Y | N | N/A | Observations/ Corrective Action |
| <ul style="list-style-type: none"> Razors are single use and disposed of into sharps container after each 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/ Corrective Action |
| <ul style="list-style-type: none"> 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 | Y | N | N/A | Observations/ Corrective Action |
| <ul style="list-style-type: none"> 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 penetration | Y | N | N/A | Observations/ Corrective Action |
| <ul style="list-style-type: none"> 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 | Y | N | N/A | Observations/ Corrective Action |

| | | | | |
|---|----------|----------|------------|--|
| Preparation / Operation / Maintenance <ul style="list-style-type: none"> Operators are aware how to correctly use the ultrasonic cleaner 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 | Y | N | N/A | Observations/ Corrective Action |
| Materials – suitable packaging and sufficient stock <ul style="list-style-type: none"> Packing occurs in a clean environment Fully perforated metal/plastic tray provided | | | | |
| Labelling – packaging labelled appropriately <ul style="list-style-type: none"> Steriliser bags date labelled, batch coded, time recorded Batch codes are recorded on monitoring record | | | | |
| Sealing – correctly sealed <ul style="list-style-type: none"> Steriliser bags correctly sealed (folded 2-3 times) Elastic bands, staples, string, non-adhesive tape, masking tape, not used | | | | |
| Loading – <u>Steriliser with a drying cycle:</u> <ul style="list-style-type: none"> Bags and chamber is not overloaded No packages/instruments touch the chamber walls | | | | |
| 22. Sterilisation process | Y | N | N/A | Observations/ Corrective Action |
| Sterilisation cycle monitored by one of the following methods: Physical monitoring: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 | | | | |
| Maintenance/Calibration of the steriliser <ul style="list-style-type: none"> General maintenance to be undertaken as per manufacturer's specifications and documented eg: routine calibration, after routine servicing, and after major repairs | | | | |
| Records <ul style="list-style-type: none"> Results of all commissioning, validation and monitoring is documented and maintained for a minimum 12 months | | | | |
| 23. Business Responsibilities | Y | N | N/A | Observations/ Corrective Action |
| <ul style="list-style-type: none"> Notice of scope of registration on display in a prominent location in the entry to the business | | | | |
| 24. Colonic Irrigation | Y | N | N/A | Observations/ Corrective Action |
| Equipment <ul style="list-style-type: none"> 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 | | | | |

| | | | | |
|---|--|--|--|--|
| <ul style="list-style-type: none">• Water temp regulators installed at mains and tank• Single use tubing used | | | | |
| Catheters <ul style="list-style-type: none">• Sterile and single use is recommended• Tubing single use | | | | |
| Plumbing and sewage disposal <ul style="list-style-type: none">• 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 than 40°C• Water based lubricant provided in single use sachet along with gloves and moist wipes• Operator provided with PPE | | | | |
| Disinfectants <ul style="list-style-type: none">• Hospital grade disinfectant available• If bleach ensure contact time is 10 minutes or as per manufacturer's specifications | | | | |

6-MONTHLY INTERNAL REVIEW RECORD

Name: _____

Position: _____

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 | Y | N | N/A | Observations/ Corrective Action |
|--|---|---|-----|------------------------------------|
| Workflow and designated zones <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Floors/walls/ceiling are clean and in good repair | | | | |
| Fittings / fixtures / equipment <ul style="list-style-type: none"> • Fittings/ fixtures/equipment are clean and in good repair | | | | |
| Lighting and ventilation <ul style="list-style-type: none"> • 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 | Y | N | N/A | Observations/ Corrective Action |
| Collection containers for soiled instruments <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Instruments are cleaned in detergent before being disinfected • Items are only immersed in chemical disinfectants as per manufacturer's instructions | | | | |
| Equipment for manual cleaning / cloth <ul style="list-style-type: none"> • Suitable cleaning equipment is provided including cloths | | | | |

| | | | | |
|---|----------|----------|------------|--|
| <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 | Y | N | N/A | Observations/ Corrective Action |
| Storage of clean and sterile instruments <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Area allocated for staff personal items re away from treatment and cleaning areas | | | | |
| 4. Operator hygiene | Y | N | N/A | Observations/ Corrective Action |
| Appropriate hand washing practices <ul style="list-style-type: none"> 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 hand rubs are only to be applied to dry hands | | | | |
| Use of gloves <ul style="list-style-type: none"> Hands are washed prior to gloving Gloves are changed when damaged/torn/contaminated Staff are following the personal protective equipment procedure | | | | |
| Personal Hygiene <ul style="list-style-type: none"> Operators are wearing clean clothes/uniforms Operators have no exposed cuts/abrasions/wounds/not wearing excessive jewellery | | | | |
| 5. Linen/Single use barrier | Y | N | N/A | Observations/ Corrective Action |
| Storage of soiled linen/single use barrier <ul style="list-style-type: none"> Storage of soiled linen is in appropriate receptacle Linen or other single use barrier are changed between clients | | | | |
| Laundering of soiled linen <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Storage of clean linen/single use barrier is in a clean environment | | | | |
| 6. Occupational Health and Safety & skills and knowledge | Y | N | N/A | Observations/ Corrective Action |
| Immunisation <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Staff have access to a suitable First Aid kit At least one operator has completed a first aid course including CPR and burns management | | | | |

| | | | | |
|--|----------|----------|------------|--|
| <ul style="list-style-type: none"> Documented training on infection control procedures and protocols completed The staff training log is up to date | | | | |
| Skills and Knowledge <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Incidents are documented in the incident record Staff have knowledge of action to take in the event of contamination | | | | |
| Procedure relating to Occupational Exposure <ul style="list-style-type: none"> Staff are aware of occupational exposure procedure when dealing with broken skin, intact skin or eye and mouth exposure | | | | |
| Personal Protective Equipment (PPE) <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 | Y | N | N/A | Observations/ Corrective Action |
| Clinical and Related Waste (including blood stained swabs, cotton wool, spatulas & gloves) <ul style="list-style-type: none"> 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 receipts are kept | | | | |
| Handling and Disposal of Sharps <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Plastic bag lined washable bin provided for other waste generated Liquid waste is disposed of via sewer | | | | |
| 8. Hair removal | Y | N | N/A | Observations/ Corrective Action |
| Threading <ul style="list-style-type: none"> Threads are disposed of after each client Threads are stored in a clean environment protected from contamination | | | | |
| Waxing <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 | | | | |
| 9. Electrolysis | Y | N | N/A | Observations/ Corrective Action |

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| <ul style="list-style-type: none"> 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 | Y | N | N/A | Observations/ Corrective Action |
| Client preparation / Nail fungus and infections <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 sterlised using autoclave after each client | | | | |
| 11. Piercing | Y | N | N/A | Observations/ Corrective Action |
| Skin Preparation <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 | Y | N | N/A | Observations/ Corrective Action |
| Skin Preparation <ul style="list-style-type: none"> 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 of a single use stencil. Use single use deodorants if applicable | | | | |
| Procedure/Post procedure <ul style="list-style-type: none"> 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 PPE is worn during procedure—single use gloves, single use apron Reusable instrument only used if there is an autoclave on site | | | | |

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| <ul style="list-style-type: none"> Pigments, creams, water and wipes must be disposed of immediately after each client | | | | |
| Work station set up <ul style="list-style-type: none"> 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 | | | | |
| 13. Therapeutic procedures | Y | N | N/A | Observations/ Corrective Action |
| <ul style="list-style-type: none"> 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) | Y | N | N/A | Observations/ Corrective Action |
| <ul style="list-style-type: none"> 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/ Dermalrolling/ Dermaplaning | Y | N | N/A | Observations/ Corrective Action |
| <ul style="list-style-type: none"> 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 | Y | N | N/A | Observations/ Corrective Action |
| <ul style="list-style-type: none"> Razors are single use and disposed of into sharps container after each 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/ Corrective Action |
| <ul style="list-style-type: none"> 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 | Y | N | N/A | Observations/ Corrective Action |
| <ul style="list-style-type: none"> 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 penetration | Y | N | N/A | Observations/ Corrective Action |
| <ul style="list-style-type: none"> 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 | Y | N | N/A | Observations/ Corrective Action |

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| Preparation / Operation / Maintenance <ul style="list-style-type: none"> Operators are aware how to correctly use the ultrasonic cleaner 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 | Y | N | N/A | Observations/ Corrective Action |
| Materials – suitable packaging and sufficient stock <ul style="list-style-type: none"> Packing occurs in a clean environment Fully perforated metal/plastic tray provided | | | | |
| Labelling – packaging labelled appropriately <ul style="list-style-type: none"> Steriliser bags date labelled, batch coded, time recorded Batch codes are recorded on monitoring record | | | | |
| Sealing – correctly sealed <ul style="list-style-type: none"> Steriliser bags correctly sealed (folded 2-3 times) Elastic bands, staples, string, non-adhesive tape, masking tape, not used | | | | |
| Loading – <u>Steriliser with a drying cycle:</u> <ul style="list-style-type: none"> Bags and chamber is not overloaded No packages/instruments touch the chamber walls | | | | |
| 22. Sterilisation process | Y | N | N/A | Observations/ Corrective Action |
| Sterilisation cycle monitored by one of the following methods: Physical monitoring: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 | | | | |
| Maintenance/Calibration of the steriliser <ul style="list-style-type: none"> General maintenance to be undertaken as per manufacturer's specifications and documented eg: routine calibration, after routine servicing, and after major repairs | | | | |
| Records <ul style="list-style-type: none"> Results of all commissioning, validation and monitoring is documented and maintained for a minimum 12 months | | | | |
| 23. Business Responsibilities | Y | N | N/A | Observations/ Corrective Action |
| <ul style="list-style-type: none"> Notice of scope of registration on display in a prominent location in the entry to the business | | | | |
| 24. Colonic Irrigation | Y | N | N/A | Observations/ Corrective Action |
| Equipment <ul style="list-style-type: none"> 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 | | | | |

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| <ul style="list-style-type: none">• Water temp regulators installed at mains and tank• Single use tubing used | | | | |
| Catheters <ul style="list-style-type: none">• Sterile and single use is recommended• Tubing single use | | | | |
| Plumbing and sewage disposal <ul style="list-style-type: none">• 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 than 40°C• Water based lubricant provided in single use sachet along with gloves and moist wipes• Operator provided with PPE | | | | |
| Disinfectants <ul style="list-style-type: none">• 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.

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