



Queensland Government
Queensland Health

Public Health
***(Infection Control for Personal
Appearance Services) Act 2003***
A Guide for Local Governments

January 2007

ISBN 0-7345-2982-1

TABLE OF CONTENTS

INTRODUCTION

| | |
|--|----|
| PART 1 | 3 |
| KEY FEATURES OF THE PUBLIC HEALTH (INFECTION CONTROL FOR PERSONAL APPEARANCE SERVICES) ACT 2003 | 5 |
| BACKGROUND..... | 5 |
| HIGHER RISK PERSONAL APPEARANCE SERVICES | 6 |
| NON-HIGHER RISK PERSONAL APPEARANCE SERVICES | 8 |
| LICENCE AND INSPECTION FEES | 9 |
| MONITORING AND ENFORCEMENT | 9 |
| LOCAL LAWS | 10 |
| WHAT DO LOCAL GOVERNMENTS NEED TO DO TO PREPARE FOR THE COMMENCEMENT OF THE ACT? | 11 |
| PART 2 | 12 |
| INFECTION CONTROL GUIDELINES | 12 |
| INTRODUCTION | 12 |
| 1. GUIDELINE - STANDARD INFECTION CONTROL PRECAUTIONS | 14 |
| 1.1 INTRODUCTION..... | 14 |
| 1.2 HAND HYGIENE | 14 |
| 1.3 SKIN LESIONS | 16 |
| 1.4 EXPOSURE TO BLOOD AND BODY SUBSTANCES..... | 16 |
| 1.5 INSTRUMENTS AND WAX | 17 |
| 1.6 CLEANING AND STORAGE OF RE-USABLE INSTRUMENTS..... | 17 |
| 1.7 SMOKING, EATING AND DRINKING | 19 |
| 1.8 LINEN AND CLOTHING – LAUNDRY AND STORAGE | 19 |
| 1.9 ANIMALS | 19 |
| 1.10 CLOTHING AND FOOTWEAR | 20 |
| 2. GUIDELINE - ENVIRONMENTAL CLEANING AND WASTE DISPOSAL | 21 |
| 2.1 CLEANING AND MAINTENANCE OF PREMISES | 21 |
| 2.2 WASTE DISPOSAL..... | 21 |
| 3. GUIDELINE - NON-HIGHER RISK SERVICES | 23 |
| 3.1 MATERIALS AND INSTRUMENTS USED IN NON-HIGHER RISK PERSONAL APPEARANCE SERVICES | 23 |
| 3.2 HAIRDRESSING | 23 |
| 3.3 SHAVING..... | 24 |
| 3.4 BEAUTY AND NAIL TREATMENTS | 24 |
| 3.5 DEPILATORY WAXING (INCLUDING PARAFFIN TREATMENT)..... | 25 |
| 3.6 ELECTROLYSIS..... | 25 |
| 3.7 CLOSED EAR PIERCING AND NOSE PIERCING INSTRUMENTS | 25 |
| 4. GUIDELINE - SKIN PENETRATION PROCEDURES | 26 |
| 4.1 PREPARING A CLIENT’S SKIN FOR A SKIN PENETRATION PROCEDURE..... | 26 |
| 4.2 GLOVES | 27 |
| 4.3 USE OF FACE PROTECTION..... | 27 |

| | | |
|-----------|--|-----------|
| 4.4 | PRECAUTIONS WHEN HANDLING SHARPS (INSTRUMENTS THAT PENETRATE SKIN) | 27 |
| 4.5 | SINGLE-USE DISPOSABLE INSTRUMENTS..... | 27 |
| 5. | GUIDELINE - CLEANING AND STERILISING INSTRUMENTS..... | 28 |
| 5.1 | STERILISING INSTRUMENTS AND JEWELLERY | 28 |
| 5.2 | AUSTRALIAN/NEW ZEALAND STANDARD AS/NZS4815..... | 28 |
| 6. | GUIDELINE – BODY PIERCING AND TATTOOING..... | 29 |
| 6.1 | BODY PIERCING | 29 |
| 6.2 | TATTOOING (INCLUDING COSMETIC TATTOOING, MICRO-PIGMENTATION) | 29 |
| | GLOSSARY OF TERMS | 31 |
| | APPENDIX..... | 34 |
| | PART 15 OF THE QUEENSLAND DEVELOPMENT CODE | 35 |

Introduction

The *Public Health (Infection Control for Personal Appearance Services) Act 2003* replaces the current legislation under which personal appearance services are regulated in Queensland.

This booklet outlines key features of the Act that will impact on local governments and provides other information to help local governments prepare for the commencement of the Act. A separate booklet has been prepared for businesses providing personal appearance services.

Under the Act, local governments are responsible for its administration and enforcement.

In general, the Act requires business proprietors of all personal appearance services to take all reasonable precautions and care to minimise the risk of infection to their clients, and to ensure their employees do the same. Employees also have a personal obligation to take reasonable precautions to minimise infection risks to their clients. In addition, businesses providing “higher risk” personal appearance services are required to be licensed and persons who provide those services must hold an infection control qualification.

When do the new laws start?

The Act, with the exception of sections 24 and 25, commenced on **1 July 2004**.

Sections 24 and 25 require people who provide higher risk personal appearance services (eg. tattooing or body piercing) to obtain a qualification in infection control. This requirement commenced on **1 July 2005**.

Businesses providing higher risk personal appearance services prior to 1 July 2004, need to ensure their premises comply with the building standards in Part 15 of the Queensland Development Code, from **1 January 2005**.

Higher risk businesses starting on or after 1 July 2004 will need to comply with Part 15 of the Queensland Development Code from their **starting date**.

Further information

This booklet, the booklet prepared for business, and Part 15 of the Queensland Development Code are available at:

www.health.qld.gov.au/about_qhealth/legislation/reviews/personal_appearance_svcs.asp.
The Infection Control Guidelines are also published separately on this site.

For a copy of the Act and Explanatory Notes see:
www.legislation.qld.gov.au/Bill_Docs/BI150_03.htm.

If you have any questions after reading this booklet, contact the Communicable Diseases Unit, Queensland Health on (07) 3234 1155 or contact one of the following Population Health Units:

Central Area Population Health Unit

Longreach

Hervey Bay

Brisbane Northside

Redcliffe

Rockhampton

Sunshine Coast

Bundaberg

Phone no.

4658 0859

4120 6000

3264 1111

3897 6400

4920 6989

5409 6600

4150 2780

Southern Area Population Health Unit

| | |
|--------------------|-----------|
| Brisbane Southside | 3000 9148 |
| Charleville | 4656 8100 |
| Darling Downs | 4631 9888 |
| Gold Coast | 5509 7222 |
| West Moreton | 3810 1500 |

Tropical Network Population Health Unit

| | |
|------------|-----------|
| Cairns | 4050 3600 |
| Mackay | 4968 6611 |
| Townsville | 4753 9000 |

Fact sheets about a range of infectious diseases and other health issues are available on the Queensland Health website at <http://www.health.qld.gov.au>

Part 1

Key features of the *Public Health (Infection Control for Personal Appearance Services) Act 2003*

Background

A recent review was made of the risks of infection from hairdressing, beauty therapy and skin penetration services (collectively referred to as “personal appearance services”).

During this review, the current legislation was examined under National Competition Policy, and an independent Public Benefit Test and a Risk Assessment was undertaken. This independent risk assessment found that some personal appearance activities like hairdressing and beauty therapy pose a relatively low risk of transmitting blood-borne diseases like HIV and hepatitis C, while other personal appearance activities like tattooing and body piercing pose a higher risk of transmission.

The review concluded that a two-tiered system of regulation was the best way to minimise infection risks to the community, without unnecessarily restricting competition in business. As a result, this system has been incorporated in the *Public Health (Infection Control for Personal Appearance Services) Act 2003* and places an obligation on all personal appearance services to minimise infection risks to clients, but requires licensing only for higher risk personal appearance services.

To what activities does the Act apply?

The Act aims to minimise the risk of infection that may result from providing personal appearance services. It applies to services provided as part of a business transaction. This includes beauty therapy, hairdressing and skin penetration procedures such as tattooing and body piercing. It does not apply to personal appearance services provided in a health-care facility (eg. cosmetic surgery).

Acupuncture is not considered to be a personal appearance service and will continue to be regulated under Part 15 of the *Health Regulation 1996*. However, from 1 July 2004, acupuncture premises will no longer need to be registered.

Massage provided by a massage therapist is not a personal appearance service.

Businesses providing personal appearance services will comply with the new laws if they follow the Infection Control Guidelines or adopt other measures that minimise the risk of infection. If a business adopts other measures, it may be required to demonstrate that these measures minimise the infection risk.

There are two categories of personal appearance services – higher risk and non-higher risk.

What is a higher risk personal appearance service?

A higher risk personal appearance service involves any of the following skin penetration procedures, in which the release of blood or other body fluid is an expected result:

- body piercing, other than closed ear or nose piercing
- implanting natural or synthetic substances into a person's skin (eg. hair or beads)
- scarring or cutting a person's skin using a sharp instrument to make a permanent mark, pattern or design

- tattooing (including cosmetic tattooing or semipermanent make-up).

What is a non-higher risk personal appearance service?

A non-higher risk personal appearance service includes hairdressing, beauty therapy and those skin penetration procedures that are not mentioned above, eg. closed ear or nose piercing.

Higher risk personal appearance services

Licences

Businesses which provide higher risk personal appearance services must hold a licence under the Act and only provide services from the premises stated on this licence.

All licences are subject to the following conditions:

- the licensee must comply with the Act
- the licensee must ensure that:
 - the licence or a copy, is displayed at each premises covered by the licence so that it is visible to a person as they enter the premises
 - a copy of the Infection Control Guidelines is kept at each premises covered by the licence
 - each premises (including mobile premises) complies with Part 15 of the Queensland Development Code
 - fixtures, fittings and equipment in each premises are maintained in good repair and operational order
- other reasonable conditions the local government that issued the licence considers appropriate.

Businesses that provide higher risk personal appearance services can continue to apply to their local government for a licence. If services are to be provided from two or more fixed premises in the same government area, the business still only needs a single licence. If a business is providing services from multiple fixed premises located in different local government areas, it needs to have separate licences from each local government.

An application for mobile premises (eg. a caravan) can be made to any local government. Applications must state an address in the area of the local government in which the application is made, where the mobile premises may be inspected by the local government before a decision is made on the application.

A licence may be issued for three years, or for a shorter period at the discretion of the local government. Before granting a licence, the local government must be satisfied that:

- the applicant is a suitable person to hold a licence, considering whether the applicant has been convicted of a relevant offence (eg. operating without a licence) or has had a similar licence or registration suspended or cancelled
- the premises are suitable for providing higher risk personal appearance services, considering such matters as whether relevant building requirements have been met, and that cleaning, waste disposal and sterilising equipment will allow safe infection control practices.

When issuing a licence, the local government must advise the licensee where a copy of the Infection Control Guidelines may be obtained.

Building requirements - premises at which higher risk personal appearance services are provided

Fixed or mobile premises at which higher risk personal appearance services are provided need to comply with the building standards in Part 15 of the Queensland Development Code (QDC), published by the Department of Local Government and Planning (see Appendix).

Premises which are already registered under Part 15 of the *Health Regulation 1996* as at 1 July 2004, or for which applications for new registration or renewal of registration have been lodged before that date but not decided, have until **1 January 2005** to comply with Part 15 of the QDC.

New businesses will have to comply with Part 15 of the QDC from **1 July 2004**.

What happens to a registration which falls due before 1 July 2004?

A business will need to renew its registration if the expiry date falls before 1 July 2004. After 1 July 2004, a registration under the previous law will be treated as a licence under the new laws.

What happens to a registration which falls due after 1 July 2004?

If the expiry date of the registration is after 1 July 2004, the registration will continue and be treated as a licence after the new laws start. Businesses need to renew their licence when it falls due.

Mobile higher risk personal appearance services

If a licensee intends to provide higher risk personal appearance services from mobile premises in another local government area, that is not in the local government area where the licence was issued, then the licensee must notify the other local government at least seven days before doing so (or by a shorter time period agreed to by the local government). This includes providing information about the details of the licence, and when and where the licensee intends to provide services in the area. Notification may be given by phone but must be promptly confirmed in writing.

When providing services in another local government area, the licensee's obligations under their licence continue to apply.

Infection control training requirements

From 1 July 2005, people who personally provide higher risk personal appearance services must achieve the competency standard *HLTIN2A - Maintain Infection Control Standards in Office Practice Settings* from the HLT02 Health Training Package. This package is endorsed by the Australian National Training Authority (ANTA). Business proprietors of higher risk services must ensure people they employ or use to provide services achieve this competency standard by 1 July 2005.

Evidence that a person has achieved the competency standard will be in the form of a Statement of Attainment issued by the registered training organisation. The Statement of Attainment will bear an ANTA logo and a document number. "Authorised persons" appointed under the Act may ask to inspect the Statement of Attainment and can check with the registered training organisation if there is doubt about the document's authenticity.

Non-higher risk personal appearance services

Non-higher risk personal appearance services are not required to be licensed. However as mentioned previously, businesses are required to take all reasonable precautions and care to minimise the risk of infection to clients.

Under a local law, a local government may require a new business to notify them within 30 days after starting the business (see s.26 of the Act). The notice must contain the business name and address, business type, address of fixed premises, date business started and, for mobile premises, a description of the premises including vehicle registration number. Businesses that provide non-higher risk personal appearance services are being advised to check with their local government whether a notification requirement will apply.

Local governments are not allowed to charge a fee for receiving the notice.

Building requirements - premises at which non-higher risk personal appearance services are provided

There are no mandatory 'building' requirements in the new laws for premises at which non-higher risk services are provided.

When local governments inspect non-higher risk premises, on complaint or on a routine basis, they will need to assess whether the premises support infection control practices necessary for the business to meet its general obligation under the Act to minimise infection risks. However, it should be noted that the Risk Report prepared during the review of the existing legislation commented that "whilst the role of the environment is one which enables the achievement of the appropriate infection control standards, it is not of itself a mechanism for risk minimisation".

Certain facilities may be needed in premises to be able to implement many of the infection control practices described in the Infection Control Guidelines. For example:

- for handwashing – a basin with clean cold running water needs to be considered (provision of hot water is optional)
- for instrument cleaning - a separate single bowl sink with clean running water
- where the service is provided in a building or caravan, it is recommended that floors, floor coverings, walls, ceilings, shelves, fittings and other furniture be constructed of suitable materials to enable easy cleaning and maintenance
- where the service is not provided in a building or caravan, it is recommended you assess the suitability of the environment under which the personal appearance service will be conducted, to ensure that infection risks can be minimised.

Providers who travel to different locations to provide non-higher risk services need to determine how they can effectively minimise infection risks in each location. For example, what facilities (eg. hand-basins or sinks) are available at each location for cleaning hands and instruments? Will portable cleaning facilities be needed?

It is recommended that mobile operators carry alcoholic hand sanitiser, multiple sets of instruments, and only use disposable single-use instruments.

What happens to an existing licence?

After the new law starts on 1 July 2004, hairdressing and beauty therapy services will no longer need to be licensed.

If an application for renewal or for a new registration is lodged with a local government but is not decided prior to the Act starting, then the local government must refund the application fee.

If a hairdressing or beauty therapy business also provides higher risk personal appearance services like cosmetic tattooing or body piercing, then they must also comply with the requirements for higher risk services.

Licence and inspection fees

The new law allows local government to charge a fee to higher risk personal appearance services for the following licence applications:

- an application for a new licence
- an application to renew a licence
- an application to amend a licence
- an application to transfer a licence
- an application for the replacement of a damaged, destroyed, lost or stolen licence.

In addition, the new law allows local governments to recover their monitoring costs by charging higher risk and non-higher risk services a fee for inspecting business premises. An inspection fee may only be charged after an inspection is carried out.

Each local government may set the licensing application fees and inspection fee, but these must be no more than the cost to the local government of providing the service or taking the action.

The new law allows local governments to charge the following inspection fees.

For higher risk services:

- for each fixed or mobile premises - one inspection fee per year. That is, each local government in which the services are provided may charge an annual inspection fee.

For non-higher risk services:

- services provided only at fixed premises - one inspection fee per year for each premises
- services provided only at places other than fixed premises - one inspection fee per year irrespective of the number of locations or the number of local government areas in which services are provided
- services at both fixed premises and other locations - one inspection fee per year for each fixed premises.

For all personal appearance services, an additional inspection fee may be charged if a remedial notice has been issued and it is necessary for a further inspection to be carried out to check whether the remedial action has been taken. An additional fee may be charged for each follow-up inspection.

Monitoring and enforcement

Under the Act, local government can appoint “authorised persons” (eg. one of its employees) to enforce the Act, to monitor compliance with the Act by inspecting businesses which provide personal appearance services, and to provide advice and information to business on how they can comply with the new law.

Authorised persons can enter and search premises, take samples for testing, stop motor vehicles, copy documents and seize evidence of an offence against the Act.

If there is a breach of the Act:

- an authorised person may issue a remedial notice requiring the business proprietor to remedy the breach within a stated reasonable time. Non-compliance with the notice without a reasonable excuse is an offence.
- a local government may prosecute for an offence. A mobile service (eg. a higher risk tattooing service) or a non-fixed service (eg. a non-higher risk hairdresser doing home visits) may be prosecuted by the local council for the area in which the alleged offence occurs.

Some offences under the Act can result in an “on the spot” fine by way of an infringement notice under the *State Penalties Enforcement Act 1999*. This applies when the licensee of a higher risk personal appearance service fails to do any of the following:

- ensure a copy of their licence is displayed in their premises (an offence under s.42(1) for contravening the licence condition in s.41(1)(b)(i) - \$150 fine)
- ensure that a copy of the Infection Control Guidelines is kept in their premises (an offence under s.42(1) for contravening the licence condition in s.41(1)(b)(ii) - \$150 fine)
- notify the local government of their intention to provide services from mobile premises in its area (an offence under s.65(2) - \$150 fine)
- give written confirmation after giving notification by phone under s.65 (an offence under s.65(5) - \$75 fine).

If a person is convicted of an offence against the Act, the court on its own initiative, or at the request of the prosecutor, may order the person to stop providing personal appearance services, or carrying on or managing a business which provides personal appearance services.

The following additional enforcement measures apply for higher risk services only:

- if there is an immediate and serious risk of infection to clients, the local government that issued the licence may immediately suspend it. This must be followed by a “show cause” process, where the licensee is given an opportunity to make a submission as to why the suspension should not continue, or the licence be cancelled
- the local government that issues a licence may suspend or cancel it after a show cause process, if a condition of the licence has been breached or another ground for suspension or cancellation exists.

If a licensee of mobile premises breaches a condition of their licence while in a second local government area, the second local government may notify the first local government in writing. The first local government may then take action to suspend or cancel the licence as if the breach had occurred in its area. Although the second local government could not cancel, suspend, impose conditions on, or take any other action in relation to a licence issued by the first local government, it could prosecute for an offence or issue a remedial notice.

Can a business appeal against a decision made by a local government?

Under the Act, a business may apply to a local government for a review of certain decisions made by that government, about licences for higher risk personal appearance services. If they are dissatisfied by the outcome of the review, they may appeal to the Magistrates Court against the review decision.

Local laws

Local governments may make local laws about fees for providing a service or taking action under the Act (ie. licensing and inspection fees). A local law may also be made for carrying out or giving effect to any matter dealt with by the Act (eg. requiring persons starting to provide non-higher risk services to give notification under s.26).

However, a local law must not be inconsistent with the Act (eg. requiring non-risk personal appearance services to be licensed).

What do local governments need to do to prepare for the commencement of the Act?

Local governments need to take the following action prior to the Act commencing:

- appoint authorised persons under s. 70 of the Act
- issue any necessary delegations to officers exercising powers under the Act
- make any necessary resolution or local law eg. setting licence and inspection fees
- approve licensing forms (Queensland Health has developed “template” forms for the assistance of local governments. These may be accessed at www.health.qld.gov.au/about_qhealth/legislation/reviews/personal_appearance_svcs.asp)
- identify which existing personal appearance services businesses will be subject to the licensing requirements in the Act.

In addition, local governments may wish to consider whether authorised persons they appoint under the Act should achieve the infection control competency standard that individuals providing higher risk personal appearance services will need to achieve. The ability of authorised persons to assess compliance with the infection control obligations under the Act, and to advise businesses on how to comply with those obligations, would be enhanced if they achieved the relevant competency standard.

Part 2

Infection Control Guidelines

Introduction

Skin that is intact, that is without cuts, abrasions or lesions, is a natural defence against infection. Infections can enter the body through cuts and sores or on sharp objects which pierce the skin.

Personal appearance services that involve skin penetration (whether accidental or intentional) can spread blood-borne diseases such as HIV, hepatitis B and hepatitis C. These diseases are spread by blood-to-blood contact, eg. by instruments that are contaminated with blood from an infected person and used on another person without adequate processing.

Personal appearance services that do not penetrate the skin may spread superficial infections such as staphylococcal bacteria, cold sores, ringworm, scabies and head lice. These infections can be easily transferred from person to person, by contact with unwashed hands or via soiled instruments.

It should be assumed that all blood and body substances are potentially infectious and special care should always be taken to avoid direct contact with these substances. Even invisible traces of infected blood can potentially spread blood-borne diseases.

Proper handwashing, use of clean and/or sterile instruments, safe waste disposal, safe procedures and clean premises all contribute to preventing the transmission of infections.

Preventing infection is good for everyone

Minimising infection risks from personal appearance services is good for the community, personal appearance service businesses, and their customers and staff.

Infection control guidelines

Under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*, Infection Control Guidelines are provided for personal appearance services to help minimise the risk of infection. These guidelines provide information on how to protect operators and clients, and are based on current infection control practice.

The Act and these Guidelines do not apply to personal appearance services provided in a health-care facility (eg. cosmetic surgery). Acupuncture is not considered to be a personal appearance service and will continue to be regulated under Part 15 of the *Health Regulation 1996*.

What is a personal appearance service?

A personal appearance service is a hairdressing, beauty therapy or skin penetration procedure (eg. tattooing or piercing) that is provided as part of a business transaction. The terms "hairdressing", "beauty therapy" and "skin penetration" are described in the Glossary of Terms.

What is a higher risk personal appearance service?

A higher risk personal appearance service involves any of the following skin penetration procedures, in which the release of blood or other body substance is an expected result:

- body piercing, other than closed ear or nose piercing
- implanting natural or synthetic substances into a person's skin, eg. hair or beads
- scarring or cutting a person's skin using a sharp instrument to make a permanent mark, pattern or design
- tattooing (including cosmetic tattooing or semi-permanent makeup).

What is a non-higher risk personal appearance service?

A non-higher risk personal appearance service is hairdressing, beauty therapy or a skin penetration procedure that is not a higher risk personal appearance service (eg. closed ear or nose piercing).

What is my legal obligation to minimise infection risks?

The Act requires that business proprietors and operators who provide personal appearance services to the public must take all reasonable precautions and care to minimise infection risks to clients.

How can this obligation be fulfilled?

If an operator or business proprietor adopts and follows the ways of minimising infection risks set out in these Guidelines, they will be complying with their legal obligations.

Operators and business proprietors may use another way of minimising infection risks. If another means is used, the operator or proprietor may need to demonstrate to the local council or to a Court that the measures they have taken meet the statutory obligation to minimise infection risks.

Who enforces the legislation?

Local councils are responsible for administering and enforcing the Act.

1. Guideline - Standard infection control precautions

This Guideline applies to all personal appearance services.

1.1 Introduction

1.1.1 Standard precautions

'Standard Precautions' are work practices required to achieve a basic level of infection control and are recommended when providing any personal appearance service.

Standard Precautions assume that all blood and body substances are potentially infectious and aim to prevent transmission of infections including HIV, hepatitis B and hepatitis C.

Standard Precautions involve work practices such as personal hygiene, particularly handwashing before and after contact with clients, appropriate reprocessing of re-usable equipment and instruments, management of contaminated linen and waste, and the use of personal protective equipment (eg. gloves).

1.2 Hand hygiene

1.2.1 When should hands be washed?

Handwashing is generally considered to be the most important measure in preventing the spread of infection. Handwashing removes significant numbers of infectious agents when it is done properly. The risk of infection is minimised by washing your hands:

- immediately before you perform a personal appearance service
- before putting on and after removing gloves
- after contact with blood or other body substances
- after contact with used instruments, jewellery and surfaces contaminated with (or which may have been contaminated with) blood and body substances
- before contact with instruments that penetrate the skin
- after other activities which may cause contamination of the hands and forearms, eg. smoking, eating, using the toilet, touching part of your body whilst performing a procedure
- before a skin penetration procedure is undertaken, and whenever an operator leaves the procedure area and then returns to resume the procedure
- whenever hands are visibly soiled
- in any other circumstances when infection risks are apparent.

1.2.2 How to wash your hands

Method 1 - Use running water and liquid soap

- remove hand jewellery and watches
- wet hands
- use liquid soap with running water
- wash hands vigorously including backs of hands, wrists, thumbs, between fingers, and forearms for a minimum of 15 seconds (see figure 1)
- rinse hands well with running water
- thoroughly dry hands with a single use clean dry material, eg. clean disposable paper towels

- if hand-controlled taps are used, turn the taps off with a paper towel. Do not contaminate hands by turning off the tap with clean hands or forearms.

Use this method:

- (a) before providing the first personal appearance service for the working day
- (b) when hands are contaminated with blood or body substances
- (c) whenever possible throughout the working day.

Method 2 - Use a alcohol based hand sanitiser

- remove hand jewellery and watches
- dispense recommended amount of sanitiser into palm of one hand
- spread sanitiser over all surfaces of hands including backs of hands, wrists, thumbs, between fingers, forearms, and allow to dry without wiping (see figure 1).

This method may be used, provided Method 1 is used before providing the first personal appearance service for the working day and when hands are contaminated with blood or body substances.

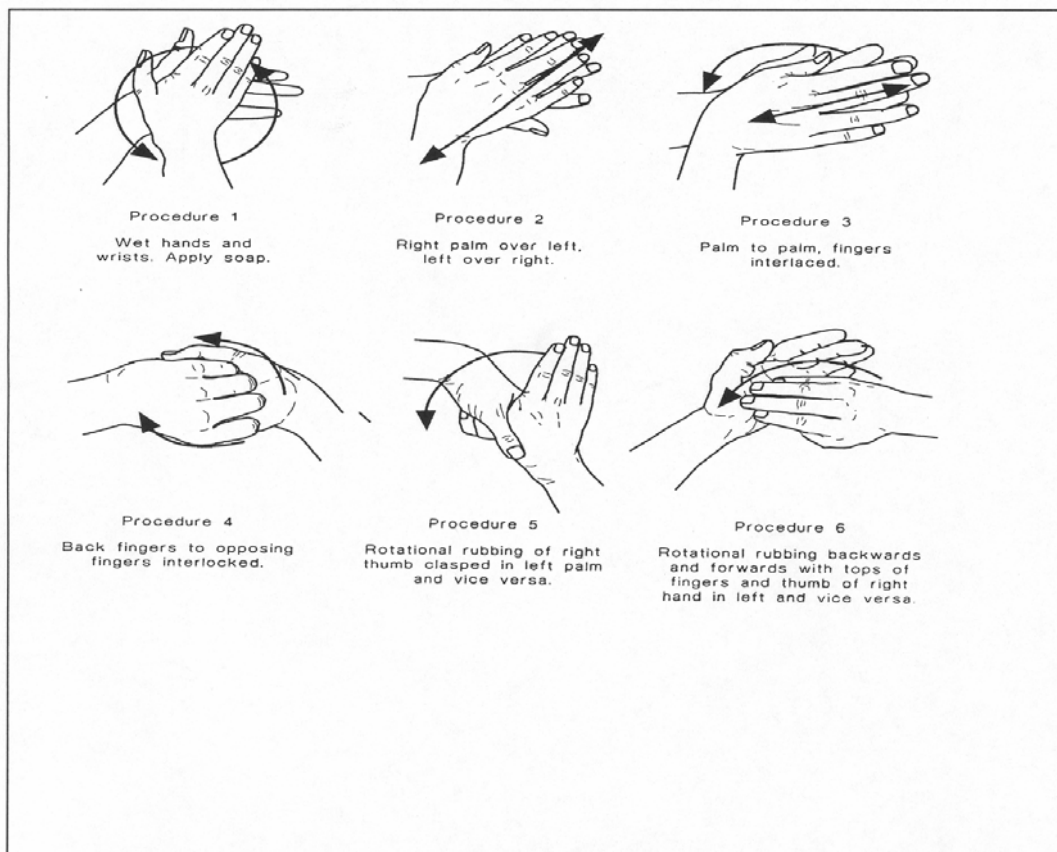


FIGURE 1

Source: Infection Control Practitioners Association of Queensland Inc Starter Kit 3rd edition August 1999.

1.2.3 Other handwashing tips

- use dispensers for liquid soap
- clean and dry dispensers before re-filling with fresh soap (do not top up dispensers)
- use clean, disposable, single-use paper towels or roller towels for drying hands
- place soap, paper towels and a waste receptacle near the hand basin.

1.3 Skin lesions

- cover visible skin lesions (eg. cuts, abrasions, and/or infections) on exposed parts of your body with an adhesive water-resistant dressing. Change the covering regularly or when the dressing becomes soiled
- hand care is also important as a means of preventing rashes and lesions, because intact skin is a natural defence against infection
- use hand cream to minimise sensitivity and irritation caused by repeated hand washing and wearing gloves
- wear gloves whenever the skin of the hand is grazed, torn, cracked or broken (wearing gloves does not eliminate the need for handwashing)
- before using hand cream under gloves, check the label to see whether it is oil-based or aqueous. As oil-based hand cream can cause latex gloves to deteriorate, the use of aqueous hand cream is recommended.

1.4 Exposure to blood and body substances

1.4.1 How to manage client bleeding

If a client bleeds during a procedure (either accidentally or more than expected during a skin penetration procedure):

- put on clean disposable gloves (if not already wearing them)
- place a clean dressing on the wound and apply pressure to stop the bleeding
- if appropriate (eg. after shaving nicks), apply a styptic substance to stop the bleeding, using a single-use applicator and take care not to contaminate the stock solution
- place soiled disposable sharp instruments into a sharps container
- place soiled re-usable instruments into a smooth surfaced impervious container to await cleaning and sterilisation
- dispose of soiled dressings into a waste bin
- clean work area surfaces (eg. benches, chairs or floors) that have been soiled with blood or other body substances, as soon as possible, using water, detergent and a disposable cloth (see Guideline 2.1.2)
- dispose of cloths used for wiping up blood
- remove gloves and dispose of them
- wash hands thoroughly.

1.4.2 How to manage operator exposure to blood or other body substances

If you as an operator are cut or pricked, or are exposed to a client's blood or body substances:

- if the exposure involves a cut or puncture, encourage bleeding by applying gentle pressure, and wash with liquid soap and water
- if the exposure does not involve a cut or puncture, wash with liquid soap and water

- if your eyes are splashed, rinse open eyes several times with water or normal saline (gently but thoroughly)
- if blood or other body substance gets in the mouth, spit it out and then rinse out the mouth with water several times without swallowing the water
- if clothing is soiled, remove clothing and shower if necessary
- report the incident immediately to your manager or employer.

1.5 Instruments and wax

In cases where businesses do not have adequate sterilisation or decontamination facilities, single-use disposable instruments and materials should be used.

1.5.1 Skin penetration instruments

When using instruments for skin penetration procedures:

- use disposable instruments, or re-useable instruments that have been processed through a cleaning, disinfection or sterilisation process as described in Guidelines 1.6 and 5
- do not re-use hollow (hypodermic) needles as they cannot be effectively cleaned and sterilised
- ensure disposable sterile equipment packaging (including jewellery) is labelled with the manufacturer's statement that the instruments are sterile
- ensure the packaging maintains the sterility of the instrument.

1.5.2 Depilatory wax

When using wax (eg. for hair epilation):

- use the wax once only and then dispose of it; or
- re-use wax that has been decontaminated as described in Guideline 3.5.

1.6 Cleaning and storage of re-usable instruments

Before re-using instruments, clean or decontaminate them. Some instruments may also need to be disinfected or sterilised – see the following Process Chart.

Process chart for cleaning instruments

| PROCESS | COMMENT |
|----------------------|--|
| Cleaning | <ul style="list-style-type: none"> • Most instruments used in personal appearance services can be decontaminated by being washed in warm water and detergent, rinsed in hot running water and dried. Exceptions include instruments or parts of instruments that contain an electrical motor or component, or instruments used to penetrate the skin. |
| Disinfection | <ul style="list-style-type: none"> • For some instruments, a higher level of decontamination is required (eg. hair cutting scissors should be cleaned <u>and</u> disinfected if they accidentally penetrate skin). • For some instruments, disinfection is required because decontamination using water and detergent is not practical (eg. electric hair clippers which cannot be immersed in water). |
| Sterilisation | <p>This level of decontamination is required for instruments (or parts of instruments) which are:</p> <ul style="list-style-type: none"> • intended to penetrate skin, hair follicle or mucous membrane; • likely to have been in contact with blood or body substances; and • able to undergo a sterilisation process. <p>See Guideline 5</p> |

When developing the above process chart, factors considered included the type of personal appearance service, the type and intended use of the instrument, the likelihood of exposure to blood, the likelihood of disease transmission, the infectious agents likely to be encountered, the desired results, and the practicality of the process.

1.6.1 Cleaning instruments

- clean all instruments and equipment contaminated with blood or body substances soon as practicable after they become contaminated
- clean instruments by:
 - using a dedicated sink for instruments only
 - using instrument-grade detergent and warm water (see Cleaning Method 1, below)
- useful cleaning aids include:
 - small brush with firm plastic bristles eg. toothbrush (avoid wooden brushes)
 - light-grade nylon or similar non-abrasive scouring pad
 - disposable pipe cleaner
- where cleaning with water and detergent is not suitable for instruments that cannot be immersed in water, clean instruments with a disposable paper towel moistened with warm water and detergent (see Cleaning Method 2, below)
- for cleaning instruments like electric hair clippers and shaving razors see Guidelines 3.2.1.

Cleaning Method 1

Use for all instruments or parts of instruments that can be immersed in water.

- when cleaning instruments, wear intact and water-resistant rubber or plastic gloves
- rinse the instrument in luke-warm water to remove gross visible blood and body substances
- dismantle the items where necessary
- ensure equipment used to clean instruments is clean and in good condition
- fully immerse the instrument, where practical, in warm water and suitable detergent, and scrub with a clean brush or other suitable device, paying particular attention to interior surfaces. In the case of tubes, the brush should pass completely through the tube in one direction. Alternatively a dishwasher can be used
- the formation of potentially hazardous aerosols is minimised when the scrubbing action is performed under water, OR by agitation using an ultrasonic cleaner. Use ultrasonic cleaners in accordance with manufacturer's instructions
- rinse the instrument in running hot water
- dry instruments to be sterilised with a clean non-linting cloth. Dry other instruments by air drying or with clean disposable paper towels
- wash hands as per Guideline 1.2 before and after cleaning the instruments.

Cleaning Method 2

Use this method for instruments that cannot be immersed in water due to size and/or safety issues (eg. hair steamers and dryers, parts of electric powered instruments).

- wear water-resistant rubber or plastic gloves when cleaning instruments or equipment
- wipe the instrument with a disposable paper towel moistened with warm water and detergent, and allow it to air dry intact.

1.6.2 Managing and storing instruments

- workflow - remove re-useable instruments and jewellery from the contaminated area to the cleaning area for cleaning and, when dry, move them to the clean storage area. This will help ensure that clean re-usable instruments and jewellery are not contaminated by soiled instruments
- store clean, disinfected and sterilised instruments and jewellery to protect them from contamination, dust and vermin (eg. in sealable, clean, impervious, smooth surface containers).

1.6.3 Care of cleaning equipment

After using equipment for cleaning instruments (eg. cloths, scourers and brushes):

- wash in warm water and detergent
- rinse in hot water
- allow to dry and store it in a clean dry place.

Maintain the equipment in a good condition and replace when it becomes unserviceable.

1.7 Smoking, eating and drinking

While attending to clients, or cleaning or disinfecting instruments, do not smoke, eat or drink. These activities allow close contact with the mouth and may transfer infectious agents to the hands, which can then be spread to the client, and vice versa.

1.8 Linen and clothing – laundry and storage

- place soiled linen and clothing in either a container capable of being cleaned or one that is lined with a disposable liner
- rinse off any gross contamination before washing linen and clothing
- wash soiled linen and clothing in detergent and water, then rinse and dry
- domestic washing machines can be used for cleaning linen and clothing
- store clean, dry linen in a clean and dry environment free from dust, insects and vermin.

1.9 Animals

As a general rule animals should not be allowed in places where personal appearance services are provided, as they may be a potential source of infection (eg. ringworms). However, the rights, needs, and circumstances of people with disabilities and special needs should be considered.

Under the *Guide Dogs Act 1972*, it is an offence to fail to allow a blind or deaf person accompanied by a guide dog to enter a public place. This could include for example, a place of business where hairdressing, beauty therapy, tattooing or body piercing services are provided.

The *Anti-Discrimination Act 1991* prohibits discrimination (whether direct or indirect) on the basis of a person's impairment including failing to supply goods and services to a person. The Act contains a 'health' exemption. That is, a person may do a discriminatory act that is reasonably necessary to protect public health, or to protect the health and safety of people at a place of work. However if you discriminate on that basis, you may be called upon to demonstrate to the Anti-Discrimination Commission why the health risks could not have been managed in a non-discriminatory manner.

1.10 Clothing and footwear

- wear clean clothing when attending to clients
- wear closed, puncture resistant footwear especially when handling sharp instruments capable of puncturing the skin if dropped eg. needles.

2. Guideline - Environmental cleaning and waste disposal

This Guideline applies to all personal appearance services.

2.1 Cleaning and maintenance of premises

The physical environment where personal appearance services are provided should be kept in a clean condition and enable good infection control practices to be implemented.

2.1.1 General cleaning

- maintain working surfaces in a clean condition, particularly surfaces on which instruments to be used on clients are placed
- use detergent mixed with warm water to clean all work surfaces
- use cleaning equipment (eg. cloths, mops and brushes) that is clean
- use a vigorous cleaning action when cleaning work surfaces
- allow the surface to dry
- maintain floors and walls in a clean condition through normal cleaning processes (eg. sweeping and removal of visible dirt).

2.1.2 Cleaning inanimate surfaces (eg. benches, floors) soiled with blood and body substances

Spot cleaning

- wipe the spot with absorbent material (eg. paper towels) and then clean the surface with detergent and warm water.

Spills of blood or body substance

- if a spill of blood or body substance occurs, wipe the spill up with absorbent material (eg. paper towels)
- clean the surface with detergent and warm water
- leave the surface for 10 minutes in contact with cotton wool or disposable towels soaked with chlorine-based disinfectant of approximately one part liquid household bleach to 10 parts water, freshly diluted
- dispose of contaminated materials used to clean up the spill in a waste container (see Guideline 2.2.1).

2.2 Waste disposal

2.2.1 General waste

- place waste into a container, which is smooth, impervious and has a suitable lid
- empty the container regularly into your main waste bin
- use of a disposable liner can reduce the need to clean the container.

2.2.2 Sharps disposal

- take care to prevent injuries during the disposal of sharps. The potential for transmission of blood-borne diseases is greatest when sharps are handled
- dispose of used sharps in accordance with *the Environmental Protection (Waste Management) Regulation 2000*. That is, dispose of the used sharp after use into a rigid-walled, puncture resistant container and seal or securely close the container
- dispose of sharps immediately to protect operators, staff and clients from injury. Place sharps disposal containers as close as practical to where a

- procedure is undertaken so they can be easily accessed by the operator
- ensure sharps containers are not accessible to visitors, particularly children
 - ensure sharps containers are not overfilled
 - ensure items are not forcefully inserted into sharps containers
 - refer to Guideline 1.4.2 if you are pricked when disposing of a sharp.

3. Guideline - Non-higher risk services

3.1 Materials and instruments used in non-higher risk personal appearance services

When dealing with materials and instruments used in providing services to clients:

- clean, disinfect or sterilise instruments and materials, depending on the instrument and its use (see Guidelines 1.6 and 5)
- apply materials (eg. cosmetics, creams, powders or nail polish) to a client with clean, single use equipment OR with equipment that has been cleaned as per Guideline 1.6.1
- do not apply cosmetic testers (eg. lipsticks) directly to the face or mouth, to avoid potential infections such as cold sores
- to avoid cross contamination, dispense sufficient material (eg. cream) from the original container into another clean container (to be used for one client only) or onto a single use applicator
- place single-use disposable instruments (eg. applicators) in a waste container after use on a client and do not re-use on another client
- do not apply materials to a client if it has been applied to another person, with the exception of wax (see Guideline 3.5)
- handle, store and use all materials applied to a client in a way that minimises contamination
- clean and sterilise instruments that do not normally penetrate skin but which may become contaminated with blood and body substances (eg. razors, manicure instruments) before using them on another client (see Guideline 5). Exceptions include scissors and electric hair clippers (see Guideline 3.2)
- clean and sterilise items intended to pierce skin, eg. electrolysis needles, jewellery studs used in closed ear and nose piercing (see Guideline 5)
- clean the client's skin immediately before a skin penetration procedure (see Guideline 4.1).

3.2 Hairdressing

Refer to Guideline 3.1 for general information about materials and instruments used in hairdressing.

3.2.1 Cleaning instruments

Clean re-useable instruments as per the cleaning instructions in Guideline 1.6 before being used on a person. When cleaning scissors or electric hair clippers after accidental contamination with blood, follow the special instructions below.

Routine cleaning of hair cutting scissors

Clean scissors as per Guideline 1.6.

Cleaning hair cutting scissors after accidental contamination with blood

- clean the scissors as per Guideline 1.6; and
- disinfect the cleaned scissors with either:
 - a 70-80% ethyl alcohol soaked wipe, or
 - a 60-70% isopropyl alcohol soaked wipe, or
 - a cloth or tissue soaked in methylated spirits.

Cleaning electric hair clippers

- clean electric hair clippers as part of routine cleaning and immediately after accidental contamination with blood
- disconnect the clippers from the power source

- remove hair from the clipper teeth
- clean the clipper teeth with a plastic brush dampened with 70%-80% ethyl alcohol or 60%-70% isopropyl alcohol solution or methylated spirits. Wipe over other visible accessible areas with a clean cloth dampened with detergent and water as per Guideline 1.6.1
- allow clipper teeth and other cleaned areas to air dry
- clean the cleaning brushes and cloths as per Guideline 1.6.3.

Cleaning and sterilising other instruments following accidental contamination with blood

If other re-useable instruments become contaminated with blood, clean and sterilise them (see Guideline 5) before using on another person.

3.2.2 Head lice treatments

- use a non-chemical treatment (eg. white hair conditioner and comb) or a chemical (insecticidal) treatment (by following the instructions on commercially available head lice products). For a fact sheet on both forms of treatment see the Queensland Health website at www.health.qld.gov.au or contact the Communicable Diseases Unit, Queensland Health on 07 323 41155
- clean instruments used in head lice treatments (eg. combs) as per Guideline 1.6.1, Method 1
- kill head lice and their eggs which stick to linen by:
 - washing the linen in a washing machine using the hot water cycle; or
 - placing the linen in a hot clothes-dryer cycle for 15 minutes; or
 - soaking the linen in near boiling water for 30 minutes.

3.3 Shaving

Method 1 (highly recommended)

- shave the area using a single-use disposable safety razor or a single-use disposable open straight blade razor
- use the razor for one client only and dispose of it immediately after use.

Method 2

- shave the area using a re-useable razor handle that has been cleaned and incorporates a single-use disposable razor blade
- use the razor blade for one client only and dispose of it immediately after use.

Method 3

- shave the area using a re-useable open straight blade razor (cut throat razor) which has been cleaned (see Guideline 1.6)
- if the razor is contaminated with blood or body substances, clean and sterilise it as per Guideline 5 before re-using on another person.

3.4 Beauty and nail treatments

- refer to Guideline 3.1 for general information about materials and instruments used in personal appearance services, including applying cosmetic and other materials to clients, and the use of cosmetic 'testers' (eg. lipsticks)
- clean and store re-useable instruments used in applying cosmetics, manicures/pedicures as per Guideline 1.6
- clean and sterilise re-useable instruments (eg. used for extractions or digging out hairs) that have come into contact with blood, before they are used on another client, as per Guideline 5.

3.5 Depilatory waxing (including paraffin treatment)

- heat and strain re-usable wax to remove hair and reheat it to at least 130°C for 15 minutes before it is used on another client. Use a thermometer to check the temperature of the wax
- place the strained material (hair and other matter) in the waste container and clean the strainer after each use
- clean wax pots and tongs daily to remove the build up of hair and other matter
- clean spatulas before re-using on another person, or use disposable spatulas. Wax may become contaminated by dipping a spatula into the wax pot, transferring wax to the area of the skin from where the hair is to be removed and then dipping the spatula into the wax pot.

3.6 Electrolysis

- clean each client's skin as per Guideline 4.1
- ensure all needles used in electrolysis are sterile
- single-use disposable needles are recommended
- if non-disposable needles are used, sterilise them before re-use as per Guideline 5
- if a single sterile needle is used to remove as many hairs as necessary from a client on a single occasion, dispose of the needle in a sharps container. The needle should not be kept for future use by the operator or client
- clean needle holders with warm water and detergent and dry them
- if bleeding occurs, see Guideline 1.4.1 for advice.

3.7 Closed ear piercing and nose piercing instruments

When performing closed ear piercing and nose piercing:

- mark the site to be pierced before cleaning the site
- clean each client's skin as per Guideline 4.1
- clean closed piercing instruments as per Guideline 1.6.1
- use closed piercing instruments only for the purpose the manufacturer has instructed in writing. Keep the manufacturer's written instructions at the premises where the instrument is used
- use an instrument for piercing ears, only for piercing ears and not for piercing any other part of the body
- use an instrument for piercing noses, only for piercing noses and not for piercing any other part of the body
- avoid bringing the closed piercing instrument into contact with the person's skin or mucous membrane
- ensure the closed piercing instrument is fitted with a sterilised single-use disposable cartridge containing assembled sterilised jewellery and fittings. It should be noted that some instruments need the jewellery stud and clasp to be directly fitted into the instrument. This allows the cartridge to be discarded
- do not re-use jewellery or fittings on another person unless it has first been sterilised as per Guideline 5
- if bleeding occurs, see Guideline 1.4.1.

4. Guideline - Skin penetration procedures

This Guideline applies to all personal appearance services where skin penetration occurs. This includes non-higher risk services such as electrolysis, closed ear and nose piercing.

4.1 Preparing a client's skin for a skin penetration procedure

- if the area to be penetrated is visibly dirty, use soap and water to clean the area
- if the area of the skin to be penetrated requires hair to be tied back or removed, follow these procedures
 - if the client has head hair that may touch the site to be penetrated, ask them to tie back their hair so the site is not potentially contaminated
 - shave the area by following the method in Guideline 3.3
 - where possible, use a single-use disposable safety razor. If another type of razor is used, then clean as per Guideline 3.3
- antiseptics are not needed for piercings inside the mouth. Ensure the client's mouth (including tongue, teeth and gums) is clean, eg. clean with a toothbrush
- clean the piercing site with warm water and a liquid soap before genital piercing is done. Antiseptics are not needed for genital piercing
- before inserting the skin penetration instrument or performing a procedure associated with the insertion or removal of jewellery, apply antiseptic to the skin at and around the piercing site. Use one of the following antiseptics in accordance with manufacturer's instructions:
 - 70% - 80% v/v ethyl alcohol
 - 60% - 70% v/v isopropyl alcohol
 - alcoholic (isopropyl and ethyl) formulations of 0.5 to 4% w/v chlorhexidine
 - 10% aqueous povidone-iodine (1% w/v available iodine)
 - 30% or 70% alcoholic aqueous povidone-iodine
- before applying an antiseptic, ask the client whether they are allergic to an ingredient in the antiseptic proposed to be used. If the client says they are allergic, use another antiseptic that does not contain that ingredient
- if individually packaged 70% ethyl or isopropyl alcohol swabs are used to prepare skin, check the package is intact before opening and if it isn't, throw away and use one that is intact
- where additional skin preparation is needed after initial skin swabbing, use a fresh alcohol swab
- if the skin undergoes cleaning and softening before an extraction process (eg. for blackheads, pimples), do not use a skin antiseptic as this may further irritate already sensitive skin
- pour antiseptic to be used on a client into a clean, dry container (eg. open dish) from the stock solution. Discard any leftover antiseptic in the container after use. Clean and dry the container before being used on the next client, or use a disposable container
- swab the skin penetration site in a circular/spiral motion starting at the centre of the site, and ensuring the swab remains moist during swabbing
- ensure the skin penetration site is dry before the skin is pierced and do not touch the site by hand after swabbing
- do not use antiseptics that have passed the manufacturer's "use by" date.

4.2 Gloves

- wear gloves where there is a risk of exposure to blood or body substances, to protect the hands from contamination
- clean hands before putting on and after removing gloves
- gloves can have defects such as tiny holes even when they are new or can be damaged while in use or in storage. Inspect gloves before each use, and throw away if peeled, cracked, discoloured, torn or punctured
- wear sterile gloves if direct hand contact will occur with that part of the sterile instrument or jewellery that actually penetrates the skin. Otherwise wear clean, single use disposable gloves
- if you suffer a reaction from wearing a particular type of glove, use another type of glove
- use general-purpose rubber gloves when:
 - cleaning skin penetration instruments
 - cleaning up blood and body substance spills
- wash general-purpose rubber gloves in detergent, rinse and leave standing up to drain and dry after each use
- to reduce the risk of fungal transmission between operators, ensure that each pair of cleaning gloves is worn only by one operator
- using disposable gloves does not substitute for, or eliminate the need for handwashing
- do not re-use disposable single use gloves
- discard gloves:
 - after contact with each client
 - as soon as they are torn or punctured
 - when performing separate procedures on the same client where there is a risk of transfer of infectious agents from one part of the body to another
 - when they touch unsterile items or surfaces.

4.3 Use of face protection

If there is a chance of blood spraying from a puncture site, use face protection such as a face shield.

4.4 Precautions when handling sharps (instruments that penetrate skin)

- do not pass contaminated sharps (eg. needles, jewellery and trocars) by hand between persons. Place them in a suitable container (eg. kidney dish, sharps waste container) before passing
- place contaminated instruments that are not being thrown away in a suitable container (eg. kidney dish). Ensure the container is clearly identified, set aside from sterile, clean or unused instruments and materials, and not accessible to children
- check floors regularly for any accidentally dropped instruments.

4.5 Single-use disposable instruments

When using single-use disposable instruments, place them in a waste container after use on the client and do not re-use on another client.

5. Guideline - Sterilising instruments

This Guideline applies to all higher risk personal appearance services. It may also apply to non-higher risk services, for example, if instruments become contaminated with blood or body substances.

5.1 Sterilising instruments and jewellery

Sterilise the following instruments and jewellery:

- all re-useable instruments (except tattooing machine motors) and jewellery that are used when providing higher risk services
- jewellery used in other skin penetration procedures (eg. closed ear/nose piercing)
- any re-useable instrument that has penetrated the skin or mucous membrane, and becomes contaminated with blood or body substances (eg. instruments used for extractions, razors). This does not include haircutting scissors and electric hair clippers (refer to Guideline 3.2.1).

5.2 Australian/New Zealand Standard AS/NZS4815

A way to minimise infection control risks when cleaning and sterilising instruments and jewellery listed in 5.1 above is to follow the 'Australian New Zealand Standard AS/NZS4815: Office based health care facilities not involved in complex processes – cleaning, disinfecting and sterilising reusable medical and surgical instruments and equipment, and maintenance of the associated environment'.

A copy of the AS/NZS 4815 can be obtained from Standards Australia, GPO Box 5420, Sydney NSW 2001 Ph: 1300 65 46 46 (www.standards.com.au).

6. Guideline – Body piercing and tattooing

6.1 Body Piercing

6.1.1 Instruments

- use clean and sterile instruments when piercing a person or enlarging a piercing
- use clean and sterile instruments when inserting or adjusting jewellery
- do not re-use hollow (hypodermic) needles
- use instruments or other items that will not rust or corrode as a result of being cleaned in detergent and water, or sterilised.

6.1.2 Choice of jewellery

- clean and sterilise jewellery before using on a person
- use jewellery featuring low or non-allergenic qualities, of a grade suitable for piercing into the body. Some examples include high quality stainless steel, titanium, niobium, palladium and 18 carat gold
- use jewellery that is highly polished, smooth and free from surface imperfections such as pitting.

6.1.3 Embedded jewellery

- do not surgically remove jewellery from a client
- if jewellery requires surgical removal, advise the client that this procedure should be performed by a medical practitioner.

6.2 Tattooing (including cosmetic tattooing, micro-pigmentation)

6.2.1 Ink (including pigments and dyes)

- do not re-use ink, pigments or dyes and water used in tattooing or micro-pigmentation on a client if they have already been used on another client
- store ink at all times in a way that prevents contamination
- use water or other liquid for mixing with ink only if it is free of contamination by microbiological, chemical and radiological substances (eg. use treated drinking water, ethyl alcohol).

6.2.2 Stencils and outlines

- ensure stencils are clean before applying them to a client's skin
- single-use stencils are recommended
- apply clean soapy water to assist with fixing the stencil to the client's skin. The soapy water may be either:
 - poured from a stock mixture (freshly made each day) into a clean container and used on one client only
 - made up separately for each client in a clean container, with any mixture left at the end of the procedure thrown away
 - a mixture freshly made each day and applied from a squeeze bottle that drizzles from the nozzle.
- do not apply stencils with re-useable applicators (eg. deodorant sticks)
- remove, from a stock supply, lubricating jelly that is applied to the tattoo site and place in a clean container using a clean implement. Use this jelly exclusively on one client only. Throw away any jelly left in the container at the end of the procedure
- clean all implements after use (eg. paintbrushes used to mark the outline)

of a tattoo on a client's skin).

6.2.3 Tattoo needles and needle bar

Ensure that tattoo needles and needle bars, tubes or barrels used on a client are clean and sterile.

6.2.4 Cleaning the motor of the tattoo gun's handpiece

After a tattooing procedure for each client is completed, wipe the motor of the tattoo gun's handpiece with a clean paper towel moistened with warm water and detergent and allow it to dry. This will remove any gross contamination.

6.2.5 Removing needles from the tattoo gun needle bar

- if an operator intends to break the needle from the needle bar before disposing into a sharps waste container, clean and sterilise the needle and needle bar before breaking the needle. The risk of needle stick injury when breaking off the needle from the needle bar is high
- if the needle is removed from the needle bar carefully by heating and liquefying the soldered joint, and is disposed into a sharps waste container, there is no need to clean and sterilise the needle and needle bar.

6.2.6 Cosmetic tattooing or micro-pigmentation machines

- ensure the machine or needle tips, needles and the machine barrel casing are clean and sterile
- after the tattooing procedure for each client is completed, wipe the casing covering the motor with a clean paper towel moistened with warm water and detergent and allow the casing to air dry. This will remove any gross contamination.

Glossary of Terms

Antiseptic

A substance that is applied to the skin or living tissue of a person to inhibit the growth of infectious agents.

Applicator

A spatula or similar instrument for mixing or spreading lotions, pigments, potions or wax.

Beauty therapy

A procedure intended to maintain, alter or enhance a person's appearance including facial or body treatments, application of cosmetics, manicure or pedicure, application of or mending artificial nails, and epilation (hair removal) by electrolysis or hot or cold wax.

Body piercing

The process of penetrating a person's skin or mucous membrane with a sharp instrument for the purpose of implanting jewellery or other foreign material through or into the skin or mucous membrane. The term 'body piercing' does not include closed ear and nose piercing procedures.

Body substance

Any secretion or fluid from the human body other than blood.

Business proprietor

A person conducting a business that provides personal appearance services.

Cleaning

The removal of all foreign material (eg. soil/organic material) from objects, and the reduction of infectious agents from surfaces. Cleaning is normally done with water and detergents.

Closed ear and nose piercing

A process of piercing a person's ear or nose with a closed piercing instrument that does not come into contact with the skin or mucous membrane, and is fitted with a sterilised, single-use disposable cartridge containing sterilised jewellery and fittings (ie. stud and clasp).

Detergent

A substance that enhances the cleaning action of water or other liquid.

Disinfectant

A substance that, when applied to inanimate surfaces or instruments, can kill or remove pathogenic micro-organisms.

Disinfect

To reduce the number of potentially infectious micro-organisms on an item or surface to safe levels.

Hairdressing

A procedure intended to maintain, alter or enhance a person's appearance involving facial or scalp hair. This includes cutting, trimming, styling, colouring, treating or shaving the hair.

Hepatitis B and C

Forms of viral hepatitis that can result in acute and chronic hepatitis, cirrhosis of the liver or cancer of the liver. A vaccine is available for hepatitis B.

Higher risk personal appearance service

A personal appearance service involving any of the following skin penetration procedures, in which the release of blood or other body substance is an expected result:

- body piercing, other than closed ear or nose piercing
- implanting natural or synthetic substances into a person's skin, eg. hair or beads
- scarring or cutting a person's skin using a sharp instrument to make a permanent mark, pattern or design
- tattooing (including cosmetic tattooing or semi-permanent makeup).

Human Immuno-deficiency virus (HIV)

The virus that causes AIDS (Acquired Immune Deficiency Syndrome). This virus attacks white blood cells that are a vital part of the body's immune system.

Infection

For the purpose of these guidelines, infection means the entry of infectious agents into the body or the introduction of parasites into and onto the body that may or may not result in disease.

Infectious agent

An organism (virus, rickettsia, bacteria, fungus, protozoan or helminth) that is capable of producing infection or infectious disease.

Infectious disease

The harmful result of infection by micro-organisms.

Infection control

A way of minimising the risks of spreading infection.

Instruments

Includes sharps, tools and other items used in providing personal appearance services.

Jewellery

A decorative item (not a pigment or dye) placed in the body or under the skin or mucous membrane during or following skin penetration, including the clasps or fittings.

Non-higher risk personal appearance service

A non-higher risk personal appearance service includes hairdressing, beauty therapy or a skin penetration procedure that is not a higher risk personal appearance service (eg. closed ear or nose piercing).

Operator

An individual who personally provides a personal appearance service to a client.

Pathogenic micro-organism

An organism capable of causing a disease in a susceptible person.

Personal appearance service

Beauty therapy, hairdressing or skin penetration procedure that is provided as part of a business transaction.

Sharps

Any object or device with rigid corners, edges or points designed and capable of cutting or penetrating the skin. This includes but is not limited to needles, punches, jewellery and razors.

Skin penetration

A procedure to alter or enhance a person's appearance that involves piercing, cutting, scarring, scraping, puncturing, or tearing a person's skin or mucous membrane with an instrument.

Soil

Dirt or debris which may protect or assist the growth of infectious agents. Includes organic matter, blood and body substances.

Sterile

The absence of all infectious agents.

Sterilise

To make an item free of all living micro-organisms. In practice this involves a combination of cleaning (which removes many micro-organisms prior to sterilisation) and sterilisation (which reliably kills all remaining micro-organisms). Sterilisation processes need to be validated.

Styptic substance

A commercially available substance that helps to stop bleeding from small cuts or nicks (eg. from shaving).

Tattooing /cosmetic tattooing

Tattooing means to penetrate the skin and insert into it colour pigments to make a permanent mark, pattern, design or colouration of the skin. Tattooing also includes any process that penetrates the skin and inserts into it colour pigments to make a semi-permanent mark, pattern or design on the skin, eg. cosmetic tattooing or semi-permanent make-up.

Validate

To demonstrate that a process is both reliable and repeatable. With sterilisation, this means that a steriliser's mechanical functioning is first shown to be correct and reliable, followed by a demonstration that intended sterilising conditions are being reliably achieved in packs/loads being sterilised, and that monitoring methods are being correctly interpreted.

Appendix

Queensland Development Code, Part 15 - Higher risk personal appearance services

Purpose

To minimise the risk of infection in a *place of business* where *higher risk personal appearance services* are provided.

Application

This standard applies to *places of business* where *higher risk personal appearance services* are provided to the public as part of a *business transaction*.

Referral Agency

There is no referral agency for this code.

Where the *acceptable solutions* of this standard are not adopted, the local government has the jurisdiction, under section 20 of the *Standard Building Regulation 1993*, to assess the building work for compliance with the *performance criteria* of this standard.

Associated Requirements

- *Public Health (Infection Control for Personal Appearance Services) Act 2003.*
- *Plumbing and Drainage Act 2002*
- *Standard Plumbing and Drainage Regulation 2003.*
- *Standard Building Regulation 1993.*

Definitions

Note: Italicised words within the body of the text are defined.

Acceptable solution – means solutions which are deemed to satisfy the *performance criteria*.

Body piercing - means the process of penetrating a person's skin or mucous membrane with a sharp instrument for the purpose of implanting jewellery or other foreign material through or into the skin or mucous membrane.

Body piercing does not include the process of piercing a person's ear or nose with a closed piercing instrument that:

- does not come into contact with the person's skin or mucous membrane; and
- is fitted with a sterilised, single-use disposable cartridge containing sterilised jewellery and fittings.

Business transaction - means a transaction in which a service is provided for payment or other consideration.

Higher risk personal appearance service - means a personal appearance service involving any of the following skin penetration procedures, in which the release of blood or other bodily fluid is an expected result:

- *body piercing*
- implanting natural or synthetic substances into a person's skin (eg. hair or beads)
- scarring or cutting a person's skin using a sharp instrument to make a permanent mark, pattern or design
- *tattooing*

- another *skin penetration* procedure prescribed under a regulation made under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*.

Performance criteria – means the outcome that must be achieved for an element of a building or structure or part of a building or structure.

Place of business – means premises where a *higher risk personal appearance service* is provided.

Skin penetration - means a procedure for the purpose of altering or enhancing a person's appearance that involves the piercing, cutting, scarring, scraping, puncturing or tearing of a person's skin or mucous membrane with an instrument.

Tattooing - means to penetrate a person's skin and insert into it colour pigments to make a permanent mark, pattern or design on the skin. *Tattooing* also includes any process, for example the process known as cosmetic tattooing or semi-permanent make-up, that penetrates the skin and inserts into it colour pigments to make a semi-permanent mark, pattern or design on the skin.

Performance criteria

Acceptable solutions

Functionality

| | | | |
|-----------|--|-----------|--|
| P1 | A <i>place of business</i> must be suitably planned and fitted out to effectively minimise infection risks, taking into consideration- | A1 | A <i>place of business</i> consisting of a single room or multiple rooms incorporates- |
| | a) separation of clean or sterile items from contaminated items | | (a) a clean zone within a room, or rooms where clean or sterilised items are stored and a hand basin complying with A2(a) is located; and |
| | b) convenient access by operators to hand basins from a number of rooms. | | (b) a dirty or contaminated zone within a room, or rooms where contaminated items are placed to await cleaning, and where the cleaning sinks, instrument washers and sterilisers complying with A2(b) are located. |

Hand washing, instrument and equipment cleaning facilities

| | | | |
|-----------|--|-----------|---|
| P2 | A <i>place of business</i> must be provided with suitable hand washing and instrument cleaning facilities to provide and maintain hygienic conditions. | A2 | A <i>place of business</i> is provided with hand washing and instrument cleaning facilities which consist of- |
| | | | (a) at least one hand-washing basin for each five workstations or part thereof with- |
| | | | (i) bowl dimensions of not less than 400mm x 250mm; and |
| | | | (ii) reticulated cold water controlled by non-touch taps and includes wrist, elbow, knee, foot or sensor operated taps; and |
| | | | (iii) unobstructed space above it, not less than 600mm wide and extending not less than 750mm above the fixture; and |

Performance criteria

Acceptable solutions

(iv) the basin situated not more than 5m from any work station unobstructed by walls or fixtures; and

(v) each hand-washing basin located between 800mm and 1000mm above the floor; and

(b) at least one sink solely for washing and cleaning instruments and equipment with–

(i) a bowl not less than 400mm long; and

(ii) reticulated hot and cold water; and

(iii) each sink located between 800mm and 1000mm above the floor.

Finishing Materials

P3

The floors, walls, ceilings, benches and cupboard surfaces, workstations and any areas used in conjunction with workstations, must be finished in materials suitable to enable easy cleaning.

A3

(a) The finished floor surface consists of a material that is free of cracks, irregularities, and imperfections and includes–

(i) ceramic tiles; or

(ii) sealed cork tiles; or

(iii) plastic tiles or sheeting; or

(iv) polyurethane sealed timber; or

(v) epoxy resin sealed concrete; or

(vi) carpet that can withstand fluids and can be easily cleaned.

(b) The finished wall surfaces consist of a material that is easily cleaned when painted or sealed and includes–

(i) sealed smooth concrete; or

(ii) rendered hard plaster; or

(iii) smooth concrete masonry; or

(iv) smooth clay masonry; or

(v) timber boards; or

(vi) timber sheeting; or

(vii) washable vinyl wallpaper; or

(viii) plasterboard.

(c) The finished ceiling surfaces consist of a material that is easily cleaned when

painted or sealed and includes–

Performance criteria

Acceptable solutions

- (i) sealed smooth concrete; or
 - (ii) rendered hard plaster; or
 - (iii) plasterboard; or
 - (iv) timber; or
 - (v) timber boards or sheeting; or
 - (vi) vinyl faced board.
- (d) All joinery and other surfaces including benches, cupboards, shelves and work station areas on which instruments are placed consist of a material that can be easily cleaned, is smooth and free from cracks and crevices and includes-
- (i) gloss paint or stain; or
 - (ii) laminate; or
 - (iii) glass; or
 - (iv) stainless steel; or
 - (v) epoxy resin.
- (e) The intersections between floors and walls are provided with-
- (i) coving at least 50mm high; or
 - (ii) continuous skirting at least 50mm high consisting of timber, ceramic tiles or the like.

Finishes – joining system

P4

Internal wall, ceiling and floor finishes must have a suitable joining system to facilitate the maintenance of hygienic conditions.

A4

Joints between -

- (a) wall and ceiling linings are flush with the surface; and
- (b) ceramic wall and floor tiling are filled with heavy duty 100% epoxy, acid resisting grouting in accordance with the manufacturer's recommendations; and
- (c) wall and floor flexible PVC sheeting have heat welded seams; and
- (d) polypropylene sheeting has proprietary plastic mouldings.