

City of Bunbury

Requirements for the Construction and Fit Out of a Skin Penetration Establishment

City of Bunbury Environmental Health Services

PO Box 21 BUNBURY WA 6231

T 08 9792 7100 F 08 9792 7184

W www.bunbury.wa.gov.au E Records@bunbury.wa.gov.au

Current as at July 2017

Introduction

This information package has been developed to assist skin penetration establishments (new and existing), architects, designers and builders to comply with the *Health (Skin Penetration Procedure) Regulations 1998* and the *Code of Practice for Skin Penetration Procedures. (The Code)*

A skin penetration procedure is a procedure in which:

- The skin is pierced, cut, punctured, torn or shaved.
- A mucous membrane is cut, punctured or torn

and includes, but is not limited to, tattooing, body piercing, waxing, tweezing, threading, electrolysis, facial microdermabrasions, manicures, pedicures, lancing, lasers, IPL (Intense Pulsed Light) and cosmetic tattooing.

Skin penetration does not include massage or eyelash extensions.

The regulations can be downloaded free of charge from <https://www.slp.wa.gov.au> or a hardcopy obtained from the City's Administration office at 4 Stephen Street, Bunbury (T 08 9792 7100).

The following general information is provided as a guide only. Please note, it is your responsibility to comply with all legislative requirements. Please refer to the Regulations and Code for more specific information.

City Approval Processes

A new skin penetration establishment may require approval from a number of City departments:

Planning Services (T 08 9792 7121)

Planning approval is the first step in setting up a new skin penetration establishment. Planning Services will ascertain the suitability of the skin penetration establishment in the proposed location. You will need to consult with a Planning Officer to determine if a development application is required to be submitted.

Building Services (T 08 9792 7120)

If you are constructing a new premises or making changes to an existing premises, you may be required to submit a building permit application. You will need to discuss your proposal with a Building Surveyor to determine if this is necessary.

Compliance Services (T 08 9792 7052)

If you are proposing to install new signage, you may be required to submit a Sign Application. Please contact a Compliance Officer to determine requirements in relation to signage.

Environmental Health Services (T 08 9792 7100)

All new skin penetration establishments or alterations/extensions to existing skin penetration establishments are required to be assessed and approved by Environmental Health Services, even if Planning and Building approvals are not necessary.

An Application for Environmental Health Services Approval (available from the City's website – www.bunbury.wa.gov.au) and two sets of scaled plans (minimum 1:100) detailing the design and fit out specifications for each area in which skin penetration procedures will take place shall be submitted for assessment and approval **prior** to commencing fit out.

Plans and specifications shall include the following details:

- the use of every room/area
- the structural finishes of walls, floors, ceilings, benches, shelves and other surfaces
- the position and type of all fixtures, fittings and equipment
- the location of sinks and hand washing basins
- waste storage and disposal areas
- details and types of procedures to be performed and in which areas.

On completion of construction or alterations and prior to opening to the public, you are required to contact the City on T 9792 7100 to arrange for an Environmental Health Officer to undertake a final inspection for compliance with the approved plans and any conditions of approval.

Fees for skin penetration establishments

A fee of \$50-00 is payable when submitting an Application for Environmental Health Services approval. Should you wish to pay by credit card, please complete the Credit Card Authority Form (Environmental Health) which is available on the City's website – www.bunbury.wa.gov.au.

Please contact Planning Services, Building Services and Compliance Services in relation to other fees applicable.

Design and Construction Requirements

Skin Penetration Procedure/treatment room(s)

The skin penetration procedure/ treatment room(s) is where the skin penetration procedures take place. For example, where a client will be pierced, tattooed, or waxed.

- Floors, floor coverings, walls, ceilings, shelves, fittings and other furniture in this area must be constructed from materials suitable for the procedures undertaken (for example, smooth & impervious) and able to be effectively cleaned.
- All surfaces that come into direct contact with a client's skin must be smooth, impervious and in good repair. For example, surfaces of client chairs or beds must be made of a material that can be easily cleaned after each use.
- A hand wash basin must be available in the immediate area where the skin penetration procedures are undertaken. The hand basin should be easily accessible to allow the person performing the procedure to wash their hands thoroughly before and after treatments. Hand wash basin must be of hands free operation and supplied with hot and cold water through a single outlet. The hand wash basin shall be supplied with a paper towel dispenser, disposable paper towels and liquid soap.

Work space / Preparation area

The work space and preparation area is where appliances are stored such as an autoclave and where equipment/materials are prepared for use.

- The work space / preparation areas must be separated from the client treatment area.
- This area must have at least two (2) designated sinks; one for hand washing and another for cleaning and decontaminating equipment. The designated sink for cleaning and disinfecting must be large enough for cleaning the largest size of equipment.
- Cleaning/preparation sink shall be provided with a constant supply of warm water.
- Hand wash basin must be of hands free operation and supplied with hot and cold water through a single outlet. It shall be supplied with a paper towel dispenser, disposable paper towels and liquid soap.
- Sinks must be made of suitable materials, such as stainless steel.

- Work surfaces, walls and floors shall be non-slip, smooth and impervious, and able to be effectively cleaned.
- There should be sufficient bench space to accommodate equipment and cleaning and disinfecting procedures.

NB: Home occupation applicants – laundries with sufficient bench space and a stainless steel sink supplied with hot and cold water may be considered for use as a work space/preparation area.

Food preparation areas

Food preparation is prohibited in client treatment, work space and preparation areas. A separate area and sink will be required for any food preparation, tea, coffee, lunches, washing dishes and the like.

Blood Accident and Needle stick Policy

A blood accident and needle stick policy shall be developed for the premises. Refer to Appendix 1 in the Code for further information.

Education and Training

It is the responsibility of any person and employer who perform skin penetration procedures to have adequate education, training and to be familiar with infection control and safe working procedures.

Adequate supply of potable water shall be provided

Skin penetration establishments must have an adequate supply of potable water for all activities that use water. Warm water is required for hand washing facilities and for washing equipment. A hot water system will be needed to achieve the temperature requirements of the Code.

Storage areas

Storage areas should be pest proof, protected from contamination and able to be effectively cleaned. Walls, floors, shelving and storage vessels should be smooth and impervious.

- Linen shall be stored so that it is protected from contamination
- Suitable facilities should be provided separate to client treatment, work space and preparation areas for the storage of staff clothing and personal effects.
- Suitable facility to be provided eg enclosed cupboard dedicated for storing chemicals and materials for cleaning and disinfecting.

Ventilation

Sufficient natural or mechanical ventilation shall be provided in compliance with the Building Code of Australia

Lighting

Client treatment, work space and preparation areas shall be illuminated to a level that complies with Australian Standard AS 1680.2 'Interior Lighting – Recommendations for specific tasks and interiors'.

Waste

- Waste water (floor mop water, trade waste or the like) is not to be disposed of in a hand washing sink or designated cleaning/disinfecting sink or stormwater drains. Information is required to be submitted with the application demonstrating appropriate disposal of waste water.
- Receptacles (bins) for contaminated waste shall be provided at the source of generation.
- Sharps shall be disposed of in a designated puncture resistant container that complies with the requirements of Australian Standard AS 4031.

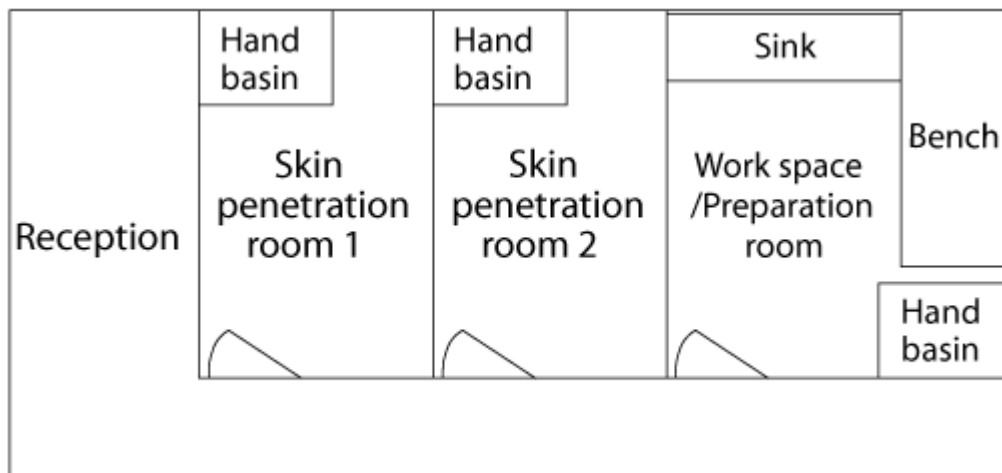
Laundry

Installation of washing machines and/or dryers must be illustrated on the floor plan submitted and ventilation provided in compliance with the Building Code of Australia (BCA).

Spray Tan treatment rooms/areas

Spray tan treatment room(s)/areas shall be provided with an effective mechanical ventilation system to remove spray tanning product air contaminants. Mechanical ventilation installed in the ceiling shall be flued to the exterior.

Example layout of a skin penetration establishment



For enquiries regarding the information contained in this document or should you require an onsite meeting with an Environmental Health Officer please contact:

City of Bunbury Environmental Health Services

PO Box 21 BUNBURY WA 6231

T 08 9792 7100 F 08 9792 7184

W www.bunbury.wa.gov.au E records@bunbury.wa.gov.au