



**Personal Care and Body Art
Business Welcome Pack
Medium-High Risk**

Welcome

Dear Proprietor,

Thank you for notifying your business with Eastern Health Authority. EHA acts on behalf of five constituent councils in the Eastern suburbs of Adelaide as the regulating authority for Personal Care and Body Art (PCBA) businesses. EHA works with businesses to ensure that they provide their services in a knowledgeable and safe environment in line with the *South Australian Public Health Act 2011* and the relevant guidelines.

Now that you have completed the first step in notifying your business, this welcome pack provides you with the following essential tools for your business:

- Risk classification and routine inspection information
- Recommended fit-out guide
- Cleaning & Reprocessing Information
- Risk Minimisation
- SA Guidelines on the Safe and Hygienic Practice of Skin Penetration

Kind regards,

Environmental Health Team

Eastern Health Authority

Email: eha@eha.sa.gov.au

Phone: 8132 3600

Risk Classification

Your business will fall under one of three risk classifications. The classification has been calculated based on the type of business and the hazards associated with the delivery of the service, with consideration of the severity and likelihood.

Low Risk
Medium Risk
High Risk

Low risk businesses

A low-risk classification has been determined for businesses where the service does not involve skin penetration or the disruption of the mucous membrane. Businesses that fall under this classification are typically hairdressers and barbers who conduct low-risk activities only. A low-risk business is not subject to regular inspections; however, inspections will be conducted should EHA receive a complaint from a member of the public regarding hygiene and safe practices.

Medium risk businesses

A medium-risk classification is determined for businesses where the highest risk procedure is closed ear/nose piercing with sterilised single-use disposable cartridges, containing sterilised jewellery and fittings. Regular inspections are conducted of medium risk businesses. Depending on the level of compliance, inspections will typically occur every 18 months, and on a complaint basis.

High risk businesses

A high-risk classification is determined for businesses where the service includes penetration through the epidermis or dermis layers of the skin. This includes body piercing, cosmetic tattooing and body tattooing. The businesses identified as high risk will be inspected on a 12-month frequency. This frequency may increase should the business not comply with requirements and there is an increased risk to public health. Inspections will also be conducted on a complaint basis.

Routine Inspection

Your routine inspections will be conducted by an Environmental Health Officer, who will assess your business using the criteria below. It is important to familiarise yourself and your staff with the criteria that is relevant to your business and the type of services you provide.

Risk minimisation, personal hygiene and premises hygiene apply to all businesses. The inspecting officer may also check your TAT number if you are a tattooing business. You can use the criteria below to perform a self-assessment of your business between routine inspections.

If you need clarification on which of the below applies to you and your business, please contact an Environmental Health Officer on 8132 3600.

Risk Minimisation			Waxing		
1	Injury management		23	Single use containers for wax	
2	Client records kept		24	Single use or clean reusable spatulas used for each client	
3	After care information given to clients		25	Reusable items cleaned between clients	
4	Vaccinations (staff)		Body Piercing		
5	Operator knowledge/procedures		26	Single use needles used	
Personal Hygiene			27	Needles disposed of in sharps container	
6	Adequate hand washing facilities		28	Sterilised jewellery packaging is opened in front of client	
7	Hands washed before and after each client		Tattooing / Permanent Make up		
8	New gloves used for each client		29	Single use or clean reusable containers used for ointments	
9	Operator wounds / sores covered		30	Clean, dry dressing used to reduce bleeding on tattoo	
10	Area of skin is cleaned with antiseptic prior to procedure		31	Disposable razors used for shaving	
Premises Hygiene			32	Disposable stencils/patterns used	
11	Premises clean and well maintained		33	Needle and bar are autoclaved after soldering	
12	Chemical storage / MSDS		34	Sterile packaging is opened in front of client	
13	Adequate refuse containers		35	Tattoo spray bottle is protected from contamination	
14	Benches / chairs protected with single use coverings		36	Electrical hand piece is wiped with antiseptic after each use	
15	Clean towels and linen used for each client		Nail Manicures / Pedicures		
16	Appropriate cleaning solution used for equipment & utensils		37	Equipment is either single use or reusable items are adequately cleaned between clients	
Sterilisation			38	Premises well ventilated	
17	Autoclave used to sterilise equipment		39	Chemicals used safely	
18	Packaged items are stored in suitable containers		40	Adequate procedures in place to assess client and prevent transmission of skin infections	
19	Sterile packs are opened in front of clients		Other		
20	Blood / mucous contaminated equipment is sterilised		41		
22	Cleaning processes are adequate		42		
Autoclave Details:		Temperature		Time	
				Last service date	

Fit-out Recommendations

The design and layout of your premises should be well-planned, with consideration of several important elements to ensure effective and acceptable operation. The design principles for a premises providing PCBA services should be:

- Easy to clean and maintain
- Minimise infection risks
- Have sufficient space and storage facilities
- Accommodate safe flow of product and waste
- Have adequate handwashing facilities
- Have adequate washing-up facilities
- Have adequate waste disposal

Table 1: Fit-out Recommendations

Floors
<p>The finished floor surface should consist of a material that is free of cracks, irregularities, and imperfections. Examples:</p> <ul style="list-style-type: none"> • Ceramic tiles • Sealed cork tiles • Plastic tiles or sheeting • Polyurethane sealed timber • Epoxy resin sealed concrete <p>As per the Guidelines, carpets are not recommended, however, if carpet already exists in treatment areas where spillage of blood can be expected to be minimal, it may be acceptable to protect carpeted areas with a smooth plastic mat immediately underneath the procedural area</p> <p>The intersections between floors and walls should be provided with one of the following:</p> <ul style="list-style-type: none"> • Coving at least 50mm high • Continuous skirting at least 50mm high consisting of timber, ceramic tiles or similar
Walls
<p>The finished wall surfaces should consist of a material that is easily cleaned when painted or sealed.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Sealed smooth concrete • Rendered hard plaster • Smooth concrete masonry • Smooth clay masonry

- Sealed timber boards
- Sealed timber sheeting
- Washable vinyl wallpaper
- Plasterboard

Ceilings

The finished ceiling surfaces should consist of a material that is easily cleaned when painted or sealed. Examples:

- Sealed smooth concrete
- Rendered hard plaster
- Plasterboard
- Timber
- Timber boards or sheeting

Hand and Equipment Washing

The business must have suitable hand washing and instrument and equipment cleaning facilities to provide and maintain hygienic conditions.

- Sinks dedicated for the washing of hands should be as close as possible to the area where the PCBA service is provided. Other sinks should not be used for hand washing because they may become contaminated such as a kitchen sink where food is prepared.
- It is recommended that hand basins are provided with hands-free taps that are elbow, wrist, knee, foot or sensor operated. In premises without these facilities, care should be taken to ensure taps and basins are kept clean and touch-free methods are used to wash hands.

Workstation

Work areas should:

- Be well lit and well ventilated
- Have adequate storage space for reprocessing equipment and materials
- Have sufficient bench space to ensure the separation of clean and dirty equipment
- Facilitate a flow pattern to prevent recontamination of processed equipment
- Have equipment positioned and stored safely to minimize the risk of injury
- Have separate equipment reprocessing sinks and handwashing sinks.

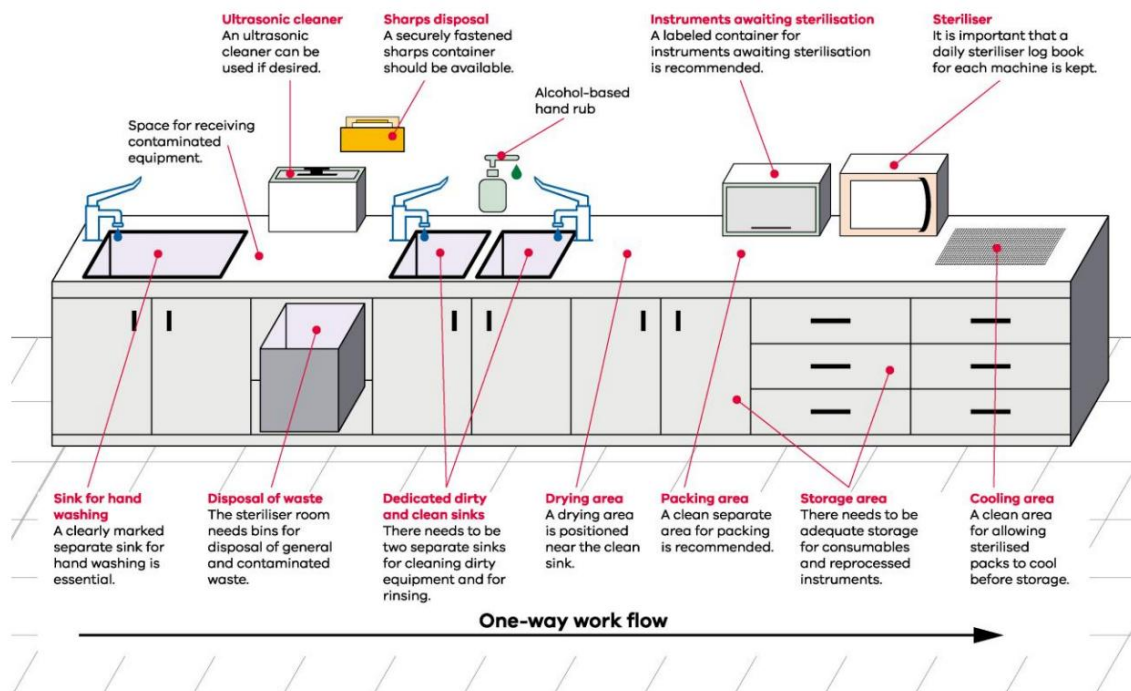
Cleaning & Reprocessing

Reprocessing refers to the cleaning, disinfecting and sterilising of your instruments and equipment for the reuse on different clients.

- **Cleaning** – removing contamination and foreign material from items.
- **Disinfection** – the process of destroying or removing microorganisms, excluding bacterial spores.
- **Sterilisation** – the process of destroying or removing microorganisms, including bacterial spores

It is recommended that businesses use pre-sterilised single-use items in lieu of reprocessing reusable instruments and equipment where possible. Where single use is not available, businesses must ensure that all reusable equipment is reprocessed adequately.

Best practice for reprocessing reusable equipment is a one-way workflow area.



SOURCE: Victoria Health Infection Prevention and Control Guidelines for Hair, Beauty and Skin Penetration Industries, 2020.

Risk Minimisation

Vaccinations

It is recommended that all staff involved in skin penetration and tattooing procedures are vaccinated for Hepatitis B, as well as staff involved in the cleaning of instruments/equipment.

Hepatitis A vaccination is recommended for staff working in colonic irrigation premises.

Client After Care

The client will also need to know about infection control. It is advisable in the guidelines that skin penetration operators provide their clients with suitable information regarding the procedure and any appropriate after care advice. Clients should be advised to contact their medical practitioner if infection occurs.

Injury Management

Needlestick injury can result in the transmission of bloodborne illnesses. A needlestick injury is caused by the accidental puncture the skin with a needle. Splash exposure can also occur, where bodily fluid is splashed into the eyes, mouth or onto broken skin.

The risk of acquiring hepatitis C, hepatitis B or HIV depends on the amount of blood/body fluid the person is exposed to, and the exposure type (needlestick or splash exposure).

All staff providing services where needlestick or splash exposure may occur should know how to prevent exposure to blood and body fluids, and what to do in the event of a blood or body fluid exposure.

More information on these topics can be found here:

<https://www.healthdirect.gov.au/needlestick-injuries>

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/handling+blood+and+other+body+substances>

Contact Details

For more information or to discuss your business with an Environmental Health Officer, please contact Eastern Health Authority:

Email: eha@eha.sa.gov.au

Phone: 8132 3600