



Information Package

Starting a new health premise

Environmental Health



CORANGAMITE
SHIRE

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Introduction:

Starting a New Health Business

In Victoria it is required by law that all Public Health and Wellbeing Act 2008 premises are registered with their local Council.

A health or beauty business includes activities such as:

- Hairdressing
- Beauty therapy (eg: waxing, threading, manicuring, laser, Intense Pulsed Light (IPL), spray tanning, eyelash extensions etc)
- Body piercing
- Colonic irrigation
- Tattooing

Massage businesses are not required to be registered unless skin penetration is included in the activities.

Registration under the Public Health and Wellbeing Act and compliance with the relevant guidelines is arranged through our Environmental Health Unit.

Step One: Research Your Idea and Form a Business Plan

Increase your chances of success in your business by completing the checklists and questionnaires on the Business Victoria website and formulating a business plan.

The Corangamite Shire supports all business activity as it believes maintaining a strong economic base is fundamental to the creation of jobs and the development of services.

For assistance in developing your ideas, obtaining information on what services Council can offer and ensuring that you know all Council Permit requirements, please contact Councils Economic Development Unit on (03) 5593 7100.

The requirements for the Hair, Beauty and Skin Penetration industry are available from the Health guidelines for personal care and body art industries page of the Department of Health Victoria website.

Step Two: Approval from Other Authorities

Permits or exemptions may be required from other authorities prior to applying for a registration under the Food Act.

These may include, but are not limited to:

- Planning Services
- Building Services
- Local Laws
- Local Water Authority
- Consumer Affairs Victoria

It is important to contact each of these authorities prior to signing any lease or purchase contracts or starting any structural works to ensure that there are no restrictions against and / or permits required to build / operate your proposed business.

Step Three: Starting the Application Process

A "Proposal to register a health and wellbeing premises" application needs to be made prior to any work commencing. This can be done by returning to Council:

- 'Proposal to register a health and wellbeing premises' Form
- The applicable new premises start-up fee
- A copy of plans should be attached.

The plans need to include:

- The layout of all fixtures, fittings and equipment
- A description of materials to be used for surface finishes including walls, floors and bench tops. (A legend on the side of the plan may be used).
- A summary of the work to be undertaken at your new premises

An Environmental Health Officer (EHO) will contact you and may request further information and/or an inspection of the premises to ensure compliance with the Public Health and Wellbeing Act is achievable.

We are also available at any time during the construction phase to meet you on-site and or contact if you have any questions.

Step Four: Premises Construction

Sourced from the Health guidelines for personal care and body art industries.

General Requirements:

- Equipment, furniture, fittings, floors and walls should be purpose built or purchased specifically for the task to be performed.
- They should be durable, safe and suitable for cleaning and maintenance, and constructed of sealed, nonporous material.
- There should be adequate lighting and ventilation throughout the premises.
- Particular attention should be paid to those areas that are frequently damp, such as above, behind and under wash basins.
- The premises should be planned to provide separate function-specific client and cleaning/sterilising areas.
- The area of client procedure rooms/cubicles should be no less than 2.5 metres square.
- The cleaning area should be designed to ensure movement of instruments/equipment in a one-way direction from dirty to clean to sterile areas (figure 1). It should also have sufficient bench space for good working practices.

Specific Requirements:

Hand Basins

- A hand basin with hot and cold running water supplied through a single outlet, liquid soap and paper towels should be installed in the procedure room/cubicle.
- An appropriate splashback should be provided behind plumbing fixtures. In addition to a hand basin in the procedure room/cubicle there should be a hand basin in the cleaning area
- Where skin penetration procedures are performed, the hand basin should be hands free (for example, foot operated, electronically controlled or knee operated).
- In establishments where hairdressing only takes place, a hair washing basin with hot and cold running water supplied through a single outlet can also be used for washing hands.

Equipment sinks (hairdressing)

- Separate sinks with hot and cold running water supplied through a single outlet (hot water not less than 70°C) should be located in the cleaning area for instrument and equipment washing.

General Plumbing

Must conform with the requirements of the Plumbing Industry Commission (Victoria) and Standards Australia. These include:

- Australian Standard/New Zealand Standard (AS/NZS) 3500.1:2003 Plumbing and drainage – Water services
- AS/NZS 3500.2:2003 Plumbing and drainage – Sanitary plumbing and drainage
- AS/NZS 3500.4:2003 Plumbing and drainage – Heated water services. Health guidelines for personal care and body art industries
- Hot water installations should have sufficient capacity for the business being undertaken.
- Premises may include other plumbing fixtures beside the handbasin, such as that used for general cleaning.

Electrical safety

All electrical equipment must meet prescribed electrical standards

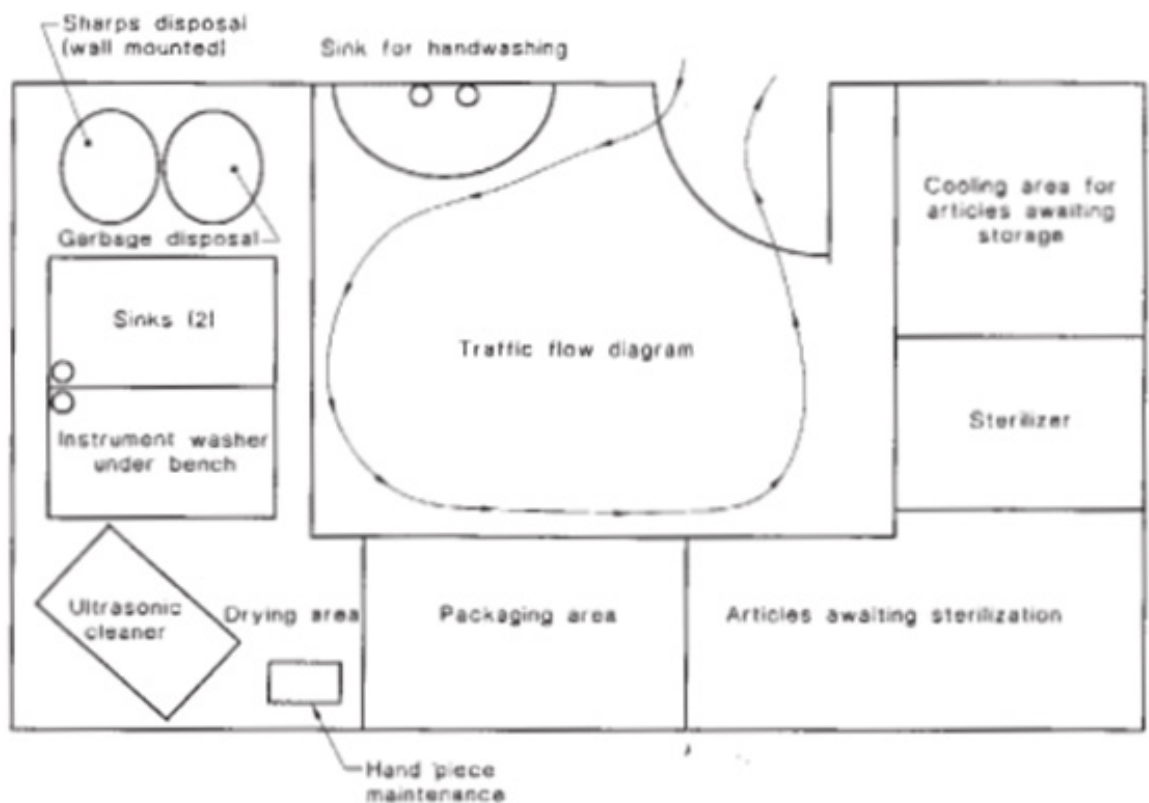
Linen

- Paper towel, paper strips or clean linen are recommended and must be changed between clients.
- Soiled linen, towels and protective clothing should be placed in a washable, leak-proof receptacle, and laundered using hot water (70–80°C) and detergent.
- All clean linen, towels and clothing must be stored in a clean environment to reduce contamination. Figure 1: Suggested layout for a cleaning area S

Disposal of waste

- All bins used for waste must be lined with a plastic bag that can be sealed for disposal.
- It is essential that clinical and related waste (formerly known as infectious waste) is properly packaged, labelled, handled and transported to minimise the risk of occupational exposures and the transmission of infectious diseases to both waste handlers and the community.
- The Environmental Protection Authority has requirements for the management of clinical and related waste.

Figure 1: Suggested layout for a cleaning area



NOTES:

- 1 Arrow direction indicates the flow of instruments and equipment from dirty—clean—sterile.
- 2 Personnel working in the processing area should wash their hands—
 - (a) after handling soiled items and removal of gloves;
 - (b) before handling clean items; and
 - (c) before handling sterile items.

Dispensers

- To avoid contamination, the operator must ensure any make-up, fluid, cream, ointment or similar substance is removed from its original container/tube (including

- self-dispensing pumps) using a clean disposable applicator.
- Leftover creams, ointments and similar substances must not be returned to the original container and must not be used on any other client.
- Applicators used for dispensing must not be re-dipped into the original container and must be discarded after each client.
- Single use applicators are recommended.

Pumps/spray bottles/nozzles

- Pump outlets, bottles and nozzles are a potential source of contamination, particularly due to the build-up of contents around the outlet.
- Nozzles should be cleaned frequently and dried before being replaced.
- Wash bottles and nozzles in warm water and detergent, rinse them under hot running water, and dry them using a lint-free cloth, before refilling the bottle or replacing the pump/spray nozzle.
- Pump/spray bottles should never be topped up.

Animals

- Animals, other than guide dogs for the hearing- or sight-impaired client, should not be permitted in procedure areas.
- Having animals in premises should be discouraged.

Records

- It is important to keep accurate records of every procedure carried out on each client.
- All businesses should also record every incident relevant to occupational health regulations.
- Accurate and detailed records are valuable if there is any infection or possibility of a blood-borne virus transmission.
- In the case of a blood-borne virus, for example, these records can be cross-checked for the probability for or against a reported infection resulting from a specific procedure or incident
- Businesses should also ensure that they comply with the relevant legislation regarding the collection, storage, use and disclosure of personal and/or health information.

To see the requirements in full please refer to the Health guidelines for personal care and body art industries page of the Department of Health Victoria website.

Step Five: Registration/Opening for Business

Once you have completed the structural fit-out, contact Council to organise a final inspection of your premise and submit the following:

Application to Register a Food Premise form

Applicable registration fee (contact Council for fee details)

If everything is found to be compliant at the final inspection and Council has received all the required documentation / fees, the EHO can then grant a Public Health and Wellbeing Act Registration Certificate giving you approval to open your business for trade. This can only happen once you have completed the above steps to the

satisfaction of the EHO.

You must receive your Registration Certificate before you start operating. It is illegal to operate an unregistered business.

A Council EHO will conduct a full Inspection, approximately 30 days after opening to ensure compliance is being maintained.

Step Eight: Registration Renewal and Compliance

Registrations under the Public Health and Wellbeing Act are renewed with the Calendar year. Renewal applications are typically sent out in October and are required to be paid by the 31st of December at the latest to ensure that you are registered for the following trading year. Late processing fees are applied for overdue applications.

Premise health performance is expected to be consistently maintained and inspections will be carried out throughout the year to ensure compliance is maintained.

Note: There have been some changes to the registration of 'Low Risk' premises such as Hairdressing only and low risk beauty services such as make-up application only. Due to the nature of the businesses, these premises have the option of applying for an 'Ongoing' registration rather than applying annually. Please contact Council for further details on (03) 5593 7100 if this applies to you.

Environmental Health Unit Contacts:

If you have any questions regarding the above information, please do not hesitate to contact Council Environmental Health by one of the following methods:

Phone: (03) 5593 7100

Email: eho@corangamite.vic.gov.au