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## **INTRODUCTION**

This document has been designed to provide information that is required by the Shire of Campaspe's Environmental Health Officer's to approve the registration of your proposed Health business under the provisions of the Public Health and Wellbeing Act 2008 and Regulations 2009.

## 1. OVERVIEW

To protect public health, the following businesses must comply with the Public Health & Wellbeing Act 2008 and the Public Health & Wellbeing Regulations 2009

- Hairdressers
- Beauty Therapy / Treatment (including electrolysis, waxing, nails etc)
- Colonic Irrigation
- Skin Penetration (including ear piercing, body piercing, dry needling etc)
- Tattooists

Under the Public Health & Wellbeing Act 2008, all health businesses operating in Victoria must register with their local Council.

There are a set of guidelines designed to assist health businesses to comply with the Public Health & Wellbeing Regulations 2009. More information can be accessed on the Department of Health website: [http://www.health.vic.gov.au/ideas/regulations/hlth\\_guidelines](http://www.health.vic.gov.au/ideas/regulations/hlth_guidelines)

## 2. PROCEDURE FOR OPENING A NEW HEALTH BUSINESS

### 2.1. Submit plans

You must submit plans of the proposed food premise to a scale of not less than 1:100 showing all parts of the premises. The plan must include:

- The layout of all equipment, fittings and fixtures;
- Describe/list the types of surfaces/materials for walls, floors, ceilings, equipment and fittings;
- Show lighting;
- Be clear as to the location of the water supply, waste disposal, lighting, ventilation, sinks & hand washing basins, storage areas and toilets etc.

### 2.2. Checking your plans

An Environmental Health Officer will assess your plans to ensure they meet the requirements of the Public Health & Wellbeing Regulations 2009. A report detailing any deficiencies will be forwarded onto the business owner so that construction can begin.

This process requires a minimum of 14 days. This time period may extend if additional information needs to be requested or the assessment requires referral to another department or organisation.

### 2.3. Premise inspection

Once the plans have been approved, you may begin work on the premises. Council's Environmental Health Officers are available for consultation before and during the construction phase.

When construction is completed you will need to contact your Environmental Health Officer to arrange for a final inspection.

During the final inspection an Environmental Health Officer will check that all of the specified requirements have been met. In the event that any requirements have not been completed the premises may not be able to open.

### 2.4. Granting Registration

Once the Environmental Health Officer has approved the building works an application for registration under the Public Health and Wellbeing Act 2008 will be provided and must be completed and submitted to Council with the prescribed fee.

Once the application has been processed a Certificate of Registration (Public Health & Wellbeing Act 2009) will be issued to operate a health business. This certification must remain on the premises at all times.

## **Guidelines for Opening a Health Business**

**A Registration Renewal of your business will be required annually and the registration period is 1 January to 31 December each year.**

The proprietor of the business must ensure that his/her or its name is prominently displayed on any premises used in connection with that business. For most premises this will be on or above the main door.

An application for registration form can be obtained by contacting the Shire of Campaspe's Environmental Health Services on 5481 2200.

## 3. STANDARDS AND REQUIREMENTS FOR REGISTERED HEALTH PREMISES

### 3.1. Condition of registered premises

Health premises must be kept in a clean, sanitary and hygienic condition.

### 3.2. Condition of skin penetrating equipment and other articles used at registered premises

The owner of the health premises must ensure that:

- An article intended to be used for penetrating the skin of a person is sterile at the time of use; and
- An article which has penetrated the skin of a person or is contaminated with blood is –
  - destroyed or disposed of immediately in such a manner as to prevent the infection of any other person; or
  - sterilized before it is used on any other person; and
- Any article is clean before it is used on a person.

An article is sterilized if it has been:

- Thoroughly cleaned and rinsed, then sterilized by the use of steam under pressure –
  - at 121°C for 15 minutes at a pressure of 103 kilopascals; or
  - at 126°C for 10 minutes at a pressure of 138 kilopascals; or
  - at 132°C for 4 minutes at a pressure of 186 kilopascals; or
  - at 134°C for 3 minutes at a pressure of 203 kilopascals; or
- Thoroughly cleaned and rinsed, then sterilized by the use of dry heat at 160°C for a minimum of 120 minutes; or
- Taken from a sealed container which bears a label stating that the contents are sterile.

### 3.3. Personal hygiene

Any person who is engaged in carrying out any hairdressing, colonic irrigation or beauty therapy or similar process on any other person as well as any tattooing, ear piercing or other process involving the penetration of the skin must:

- Be in a clean condition, including their hands; and
- Have no exposed cuts, abrasions or wounds – before carrying out the process.

### **3.4. Information to be provided to clients of registered health premises**

The proprietor or occupier of premises that provides tattooing, ear piercing, body piercing or any other process involving the penetration of the skin must ensure, before the process begins, that written information is provided directly to the client about the transmission of infectious diseases associated with the process.

All reasonable steps must be taken to ensure that the information about the transmission of infectious diseases provided to a person is not misleading.

### **3.5. Information to be kept**

For premises that provide tattooing or body piercing, the name, address and telephone number of each client must be recorded and stored at the premises for a period of 12 months following the date of their last body piercing or tattooing procedure.

## 4. CONSTRUCTION AND FIT OUT OF HEALTH BUSINESSES

### 4.1. General Requirements

The design and construction of health premises must:

- Be appropriate for the activities for which the premises are used;
- Provide adequate space for the activities to be conducted on the registered premises and for the fixtures, fittings and equipment used for those activities;
- Permit the premises to be effectively cleaned and if necessary sanitised; and
- To the extent that is practicable:
  - exclude dirt, dust, fumes, vapours and other contaminants;
  - not permit the entry of pests; and
  - not provide harbourage for pests.
- The premise should be designed to provide separate function areas – 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. It should also have sufficient space for good working practices.

#### 4.1.1. Water Supply

Health premises must have an adequate supply of potable water that is available at a volume, pressure and temperature that is adequate for the purposes for which the water is used by the individual business.

#### 4.1.2. Sewage and Wastewater Disposal

Health premises must have a sewage and waste water disposal system that:

- Will effectively dispose of all sewage and waste water; and
- Is constructed and located so that there is no likelihood of the sewage and waste water polluting the water supply.

#### 4.1.3. Storage of Garbage and Recyclable Matter

Health premises must have facilities for the storage of garbage and recyclable matter that:

- Adequately contain the volume and type of garbage and recyclable matter on the health premises;
- Enclose the garbage or recyclable matter, to keep pests and animals away from it; and



- Are designed and constructed so that they may be easily and effectively cleaned.

All Sharps used on the premises should be disposed of in an approved SHARPS container. These containers are clearly labelled 'sharps', display the Bio-Hazard symbol, are yellow in colour, made of an indestructible plastic and have one entry point that cannot be removed. The container must be placed a minimum of 1 metre above floor level, out of the reach of children. When full, it must be disposed of correctly.

Clinical and related waste, such as blood-stained swabs, cotton wool and gloves, must:

- Be placed into a plastic bag then disposed of into a lined washable bin with a tight fitting lid marked 'infectious waste', and
- Disposed of according to Environmental Protection Authority Requirements.

#### 4.1.4. Ventilation/Lighting

Health premises must have sufficient natural or mechanical ventilation to effectively remove fumes and vapours from the premises. They must also have sufficient natural or artificial lighting for the activities conducted on the premises.

A Mechanical Exhaust Systems (MES) should be installed and operated in accordance with Australian Standard AS 1668 and lighting should comply with Australian Standard AS1680.

- Fluorescent lighting should be protected with suitable diffuser covers or shatter proof covers.

## 4.2. Specific Requirements

### 4.2.1. Floors

Floors must be designed and constructed in a way that is appropriate for the activities conducted on the health premises.

Floors must:

- Be able to be effectively cleaned;
- Be laid so that there is no ponding of water; and
- To the extent that is practicable, be unable to provide harbourage for pests.

**NOTE:** unsealed concrete is not an impervious surface.

### 4.2.2. Coving

Coving should be provided in new premises in areas where floors are intended to be or likely to be cleaned by flushing with water. It may also help cleaning where the floor has to be frequently swept. Installing coving at floor-wall junctions may make difficult-to-access areas easier to keep clean.

In existing premises it is not necessary to install coving unless there are problems with cleanliness as it is likely to create ridges or ledges that can trap dirt and it may be difficult to ensure that the coving adheres strongly to the surface beneath.

## 4.2.3. Walls and Ceilings

Walls and ceiling must be designed and constructed in a way that is appropriate for the activities conducted on the health premises. They must be:

- Sealed to prevent the entry of dirt, dust and pests; and
- Able to be easily and effectively cleaned.

**NOTE:** Where walls or ceilings are painted use a washable gloss of a light colour.

## 4.2.4. Hand Washing Facilities

### *Location of hand washing facilities*

Health premises must have hand washing facilities that are located where they can be easily accessed by staff:

- Within areas where staff work especially procedure areas;
- If there are toilets on the premises – immediately adjacent to the toilet or toilet cubicles.

### *Specific requirements for hand washing facilities*

Hand washing facilities must be:

- Permanent fixtures
- Connected to, or otherwise provided with a supply of warm running potable water;
- Of a size that allows easy and effective hand washing; and
- Clearly designated for the sole purpose of washing hands, arms and face.

**NOTE:** Hands-free taps (or single-lever mixer taps) should be installed at basins in procedure areas and at toilet hand basins.

## 4.2.5. Equipment sinks

Equipment sinks should be located in the cleaning area for instrument and equipment washing and:

- Must be provided in addition to hair washing facilities and hand washing facilities;
- Must be a separate sink with hot and cold running water supplied through a single outlet (hot water not less than 70°C)

## 4.2.6. Storage

Health premises must have adequate clean storage facilities for the storage of all equipment and linen.

## 4.2.7. Fittings, Fixtures and Equipment

Fixtures, fittings and equipment must be fit for their intended use and be designed, constructed, located and installed so that:

- They are able to be easily and effectively cleaned;
- Adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned; and
- To the extent that is practicable, do not provide harbourage for pests.

Space should be allowed between equipment and walls to allow access, or equipment should be butted so close together that debris etc. cannot get in between.

Installing equipment on castors, rollers or legs enables it to be moved. Installing fixed equipment on plinths or legs raised above the floor enables floors to be hosed without soaking the underside of equipment.

## 4.2.8. Materials

Timber is not a suitable type of material for the construction because of the difficulty in maintaining it to a sufficiently high standard of cleanliness. Instead, synthetic surfaces are recommended because they are easier to clean and sanitise effectively.

Stainless steel must be of a grade that is sufficiently resistant to the corrosive properties of the processes being conducted on the premises.

## 4.2.9. Other issues

Architraves around doorways and windows, window frames, window sills and other surrounds to openings in walls and ceilings are fittings attached to the wall or ceiling are also considered to be fittings as well as doors and curtains (such as plastic strip curtains).

Doors should be able to be easily and effectively cleaned, especially any handles, knobs or plates and they must be constructed so that they do not allow insect infestation.

## 4.2.10. Linen and disposable towels

Paper towel, paper strips or clean linen must be changed in between clients and any 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.

## 5. OTHER DEPARTMENTS & ORGANISATIONS

Please be aware that there are a wide range of Shire of Campaspe departments and other organisations that may have conditions and requirements that your business must comply with.

Business Victoria is a useful contact when trying to determine which organisations you may need to make contact with. Business Victoria can be contacted on - 13 22 55 or [www.business.vic.gov.au](http://www.business.vic.gov.au)

Below is a brief list with some of the common departments or organisations you may need to contact.

### ***Shire of Campaspe Planning Department***

For issues such as:

- Obtaining a permit for any proposed building works
- Obtaining a permit for a proposed use of a building/area
- Permanent signage
- Parking requirements

**Contact:** Department Planning Officer on 5481 2200

### ***Shire of Campaspe Building Department***

For issues such as:

- Fire safety
- Disabled access
- Toilet & facility requirements
- Building Permits for constructing a building or renovating/altering an existing building

**Contact:** Building Surveyor on 5481 2200

### ***Shire of Campaspe Local Laws Department***

For issues such as:

- Goods on footpaths
- Temporary signage
- Street trading

**Contact:** Local Laws Officer 5481 2200

## **6. FURTHER INFORMATION**

For any further details please contact an Environmental Health Officer at the Shire of Campaspe on: 5481 2200.