Guidelines for health and beauty premises

Are you planning to open, alter or purchase a registrable health premise?

If so, you must ensure that the following steps are addressed to the satisfaction of Wodonga Council’s environmental health team prior to commencing any works.

Prior to any works commencing you must contact one of the council’s environmental health officers.

Please discuss your plans with the council’s planning and building team as you may be required to obtain planning and building permits prior to work commencing.

The planning, building and environmental health teams can be contacted on (02) 6022 9300, or by making an appointment and visiting 104 Hovell St, Wodonga, Victoria, 3690.

The following steps must be adhered to in order for you to trade in Wodonga.

More information on each point is discussed further in the document.

• A proposed floor plan of the premise must be submitted to the environmental health team for approval in scale not less than 1:100. The plan must be approved before commencing work.

• An inspection should be arranged of the proposed building to ensure that all requirements under the provisions of the Public Health and Wellbeing Act 2008 can be addressed satisfactorily.

• You must comply with Guidelines for health and beauty premises.

• You must obtain a health premise registration under the Public Health and Wellbeing Act 2008. This is renewable at the end of each year. You will be forwarded a renewal notice prior to the end of each year.

For more information, please contact:

Environmental health team
Wodonga Council
104 Hovell St, PO Box 923 Wodonga, VIC, 3690

Phone: (02) 6022 9300
Fax: (02) 6022 9322
Email: info@wodonga.vic.gov.au
Section 69(1) of the Public Health and Wellbeing Act 2008 states that certain business premises must be registered with the local council. The following businesses must be registered.

Beauty therapy
A procedure not including any surgical or medical procedure intended to maintain, alter or enhance a person’s appearance including by:
- Facial and/or body treatment;
- Application of cosmetics;
- Manicure and/or pedicure;
- Application and/or mending of artificial nails; and
- Epilation, including by electrolysis, hot or cold wax.

Colonic irrigation
- A process involving the use of a fluid to cleanse the colon of a person; or
- A process involving the insertion of a tube into the colon of a person for the purpose of cleansing the colon.

Hairdressing
Any procedure, not being a surgical or medical procedure, intended to maintain, alter or enhance a person’s appearance in relation to their facial or scalp hair including by cutting, trimming, styling, colouring, treating or shaving hair.

Involving skin penetration
Any procedure performed on a living human being, not being a surgical or medical procedure, involving piercing, cutting, scarring, branding, scraping, puncturing or tearing of their skin or mucous membrane using an instrument that does not include tattooing.

Involving tattooing
Any process involving penetration of a person’s skin for the purpose of inserting colour pigments:
- To make a permanent mark, pattern or design on the skin; or
- To make a semi-permanent mark, pattern or design on the skin including the process of applying semi-permanent make up or cosmetic tattooing.

Exempt businesses
Regulation 15 of the Public Health and Wellbeing Regulations 2009 exempts certain business premises from the need to be registered. These exempt premises are dentists, medical practitioners, nurses, podiatrists, acupuncturists, pathology services, non-pathology analysis businesses and hospitals / health centres.
Section two: Plans approval, registration and transfer of registration

The process detailed below describes how to set up a registrable health premise and register with Wodonga Council. It also sets out the process to transfer the registration into a new proprietor’s name. For more information or any queries regarding these processes, please contact Wodonga Council’s environmental health team on (02) 6022 9300.

Step one: Consultation

- Consult with the council’s planning team to ensure the proposed location meets the correct zoning requirements by phoning (02) 6022 9300. If the premise is a home based business, you will need to meet ‘Home Occupation’ planning requirements.

- Consult with the council’s environmental health team to discuss the proposal of the new business on (02) 6022 9300.

Step two: Submit plans

- Submit detailed plans of the interior layout to the council’s environmental health team via the application for plan approval form on the council’s website or in hard copy at customer service.

- The fee for plans submission is divided into two sections;  
  - Health premise excluding skin penetration; and  
  - Health premise with skin penetration.

Refer to section one to determine what your business involves. For current fees, please contact the council’s environmental health team on (02) 6022 9300. For more information on fit out requirements, see section three.

The following details are required to be attached to the plans which you are submitting.

- **Two copies** of the floor plan drawn to a scale of not less than 1 to 100 which:
  - Illustrates the proposed layout of the premise including yards, outbuildings and fixtures.
  - Indicates the specific work processes to be carried out in each room, compartment or part of the establishment including the use to which any outbuildings will be put;
  - Shows the location and type of all fixtures, including, equipment, furniture, shelving and benches and appliances.
  - Shows the room or enclosure to be provided for the storage of cleaning equipment, materials and the clothing, footwear and personal effects of employees;
  - Shows the area outside the establishment to be set aside for the temporary storage of refuse and indicates the size of bins and method of rubbish disposal.

- **Two copies** of premise specifications which describe the type of materials to be used in the construction and finishing of all floors, walls, ceilings, partitions, benches, shelving, fittings, cupboards and all fixture equipment.
Attach a full description of all processes to be conducted on site.

For example, waxing including facial, leg, underarm and bikini.

Step three: Plans approval

- Wodonga Council’s environmental health team will assess the plans submitted in accordance with the Public Health and Wellbeing Act 2008 and industry specific guidelines.

- An inspection of the proposed premise must occur prior to the opening of the business.

- If the plans fulfil the requirements, the registration process will begin. Otherwise amendments to the plans may be necessary to meet the requirements of the Public Health and Wellbeing Act 2008.

- An inspection from one of the council’s environmental health officers will occur to ensure the plans submitted correlate to the premise.

- A letter of approval will be sent to the new proprietor allowing the commencement of works. The letter will contain a stamped and signed copy of your plans submitted.

- Complete the works and contact the environmental health team to arrange an inspection prior to registration being granted.

Step four: Registration of health premise

- Once the works have been completed in accordance with the approved plans, submit the application to register a health premises form.

- The registration fee is divided into two sections:
  - Health premise with no skin penetration; and
  - Health premise with skin penetration.

For current fees, please contact the council’s environmental health team on (02) 6022 9300.

Once paperwork and associated fees are received by Wodonga Council, a certificate of registration will be issued. Registration with the council is an annual registration from January 1 to December 31 each year. You will receive a renewal notice at least one month prior to the expiry of your current registration.

Step five: Inspection

A yearly inspection will be conducted by Wodonga Council’s environmental health officers to ensure compliance with provisions of Public Health and Wellbeing Act 2008.

Alterations to existing premises

- Contact the council’s environmental health team on (02) 6022 9300 to discuss the extent of the alterations to determine if plans need to be submitted for approval.
Mobile health premise

- Please contact Wodonga Council’s environmental health team on (02) 6022 9300.
- Mobile health premises must register their principal place of business. This is generally the premise where they store and clean the equipment.
- Mobile premises are to follow the same processes mentioned above including plans approval, transfer and registration steps.
  No skin penetration procedures are permitted to be conducted via mobile health premises.

Change of premise name and/or contact details

- Supply Wodonga Council in writing, all existing details and the new details which are required to be changed.
- This document must be signed by the proprietor.
- Wodonga Council will update the database and if necessary a new certificate of registration will be issued.

Transfer of a health premise

A transfer of a health premise occurs when a new proprietor wants to purchase an existing premise.

The following process must be followed:

- Contact Wodonga Council’s environmental health team to discuss the transfer to ensure the premise has a current registration by phoning (02) 6022 9300.

  An application to transfer registration of health premises form must be completed and returned to Wodonga Council in hard copy. This form needs to be signed by the existing proprietor and the proposed new proprietor. This allows Wodonga Council to exchange business information between the two parties.

- Wodonga Council’s environmental health team will arrange to conduct a transfer inspection after receiving the completed form.

- An inspection report will be supplied to both the existing proprietor and the new proposed proprietor. Works must be completed to the satisfaction of the council’s environmental health officer prior to the new proprietor taking over the business.

- Once Wodonga Council receives the application to transfer registration of a health premises form and associated transfer fee, a new certificate of registration will be issued containing the new proprietor name.

- Transfer fee is half the registration fee. For current fees, please contact the council’s environmental health team on (02) 6022 9300.
Section three:
Structural requirements - health premises specifications

The following structural requirements are based on the Public Health and Wellbeing Act 2008 and industry specific guidelines. This document is to be adhered to when designing a premises and undertaking any construction on a proposed or existing business.

Handwashing facilities
The proprietor must ensure that easily accessible handwashing facilities are available for use by staff. This means that a handwash basin must be located in the immediate area(s) where the procedures are undertaken.

The basin is to be:
- A permanent fixture. Temporary or mobile handwash basins are not acceptable;
- Located in an area that is unobstructed by other equipment;
- Of adequate size to facilitate handwashing;
- Used solely for the purposes of handwashing; and
- Fixed to a wall where there is an appropriate seal between the wall/basin junction and provided with an appropriate splash back.

Handwash basin(s) shall be supplied with:
- An adequate supply of hot and cold water, through a single outlet for warm running water ranging from 30°C to 40°C;
- Liquid soap;
- Paper towels; and
- A bin for paper towel disposal.

Where skin penetration, for example, electrolysis, tattooing and body piercing procedures are carried out, the hand wash basin is required to operate hands free, for example, foot, electronic or knee operated.

For premises solely trading as hairdressers, the hair washing basin can be used for hand washing purposes.

Equipment sinks
- A double bowl equipment sink, separate to the handwash basin/hair wash basin, must be provided with hot and cold running water supplied through a single outlet (hot water not less than 70°C);

- This sink is solely to be used for washing equipment and implements such as tweezers. This sink must not be used for other purposes such as cleaning kitchen utensils;

- The double bowl sink is to be located in the cleaning area for instrument and equipment washing;
Suitable disinfectants: Items that cannot be immersed in water, such as scissors and tweezers must be disinfected using a chemical solution as per manufacturer's instructions.

- Suitable disinfectants include:
  - 70 per cent w/w ethyl alcohol;
  - 80 per cent v/v ethyl alcohol; and
  - 60 per cent v/v isopropyl alcohol.

Floors
- Constructed of a smooth, durable and impervious material. For example, ceramic tiles, linoleum and polished floorboards.
- Capable of being effectively cleaned.

Walls
- Constructed of a smooth, durable and impervious material. For example, painted plasterboard.
- Capable of being effectively cleaned.
- An appropriate splash back should be provided in all wet areas, for example, ceramic tiles and stainless steel.

Ceilings
- Constructed of a smooth, durable and impervious material; and
- Capable of being effectively cleaned.

Furniture and equipment
- Shelves, benches and tables are to be constructed of a smooth, durable and impervious material capable of being effectively cleaned.

Lighting
- Adequate lighting should be provided throughout the premises.

Ventilation
- Adequate ventilation should be provided to ensure that any odours/fumes are sufficiently controlled.

Storage facilities
- All clean linen, towels and clothing must be stored in a clean environment to reduce contamination.
- Soiled linen, towels and protective clothing must be placed in a washable, leakproof receptacle.
- Clean implements and instruments must be stored in a clean dry environment, for example, a separate container or drawer.
- Dirty implements and instruments should be placed in a separate receptacle.
- A separate cupboard/area to be provided for the storage of personal effects such as bags, keys and mobiles.
Waste: Sharps
- If sharps are used, a suitable sharps container that complies with AS4031:1992 must be available on-site.
- Sharps containers should be placed a minimum of one metre above floor level, out of the reach of children.
- Wodonga Council has a sharps drop off and exchange service available.

Infectious
- Clinical and related waste, for example, blood stained swabs, cotton wool and gloves must be placed into a plastic bag – lined washable waste receptacle with a close fitting marked ‘infectious waste’ and disposed according to Environment Protection Authority (EPA) requirements.

General
- General waste, such as papers, hair and powdered pigments should be placed into a plastic bag - lined washable waste receptacle with a tight fitting lid marked ‘general waste’.
- General waste can be disposed via normal Wodonga Council/private waste collections.

Other: Animals
- Animals, other than guide dogs for the hearing or sight impaired client, are not permitted in procedure areas.

Smoking
- Tobacco laws make it an offence for anyone to smoke in an enclosed workplace.

For more information, please contact:
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