

This Guideline has been developed to provide owners, architects and builders with information on the design provisions of the Hairdressing Establishment Regulations 1972 and the draft code of practice for hairdressing procedures.

This guideline also advises on the general hygiene and infection control requirements of the regulations and the draft code of practice for hairdressing procedures.

The Hairdressing Establishment Regulations 1972 were introduced in 1972 have been amended since. The draft code of practice for hairdressing procedures has been developed to replace the regulations in response to the risks associated with the transmission of blood borne infections.

The code of practice has been publicly advertised and submissions received, however has not yet been finalised. Therefore this guide has included requirements from the code of practice as a recommendation only for design work, hygiene practices and infection control measures.

The code sets minimum hygiene standards and provides simple precautions to minimise the health risks associated with hairdressing to both clients and those conducting hairdressing or barbering procedures.

It should be remembered that this document is merely a guide for owners, builders and architects of skin penetration premises, based on current legislation, to assist in the establishment of a skin penetration premise. The City's Health Services should be contacted for more specific details and you should liaise with your local Environmental Health Officer through planning to construction and beyond, saving you time and money.

For further details, please contact:

Health Services  
City of Rockingham  
PO Box 2142  
ROCKINGHAM DC WA 6968

Telephone: 9528 0333  
Email: [customer@rockingham.wa.gov.au](mailto:customer@rockingham.wa.gov.au)  
Webpage: [www.rockingham.wa.gov.au](http://www.rockingham.wa.gov.au)

## **APPLICATION REQUIREMENTS**

Before the commencement of any development or the alteration or extension of any hairdressing premises, the following City of Rockingham Departments should be contacted and approval obtained.

### **Planning Services**

Planning Services will ascertain the suitability of your proposed business in your chosen location, with relation to the zoning and any other relevant planning details. The following should be submitted:

- (a) An application for use; or
- (b) An application for Home Occupation if the business is proposed to be operated from your home.

### **Building Services**

Building Services will approve plans based on structural integrity and advise on any special requirements.

The following should be submitted, in duplicate:

- (a) Application for Building License approval;
- (b) Site plan (drawn to 1:200);
- (c) Floor plan (drawn to 1:100);
- (d) Sectional plan (drawn to 1:50);
- (e) Elevations (drawn to 1:100); and
- (f) Specifications of building materials.

### **Health Services**

Health Services will approve plans based on compliance with the Hairdressing Establishment Regulations 1972.

The following should be submitted detailing proposed fixtures, fittings and equipment within the premises. The scale of plans should be 1:50 and include details of:

- (a) Floor, wall and ceiling finishes for both the hairdressing procedures area and the work space preparation area;
- (b) Shelves, fittings and other furniture details for the hairdressing procedures area and the workspace preparation area;
- (c) Hand wash basin and sink details in both work preparation areas and hairdressing procedures area;
- (d) Lighting and electrical installations;
- (e) Cleaning and maintenance schedule;
- (f) Disinfection and sterilization techniques proposed;
- (g) Location and cross sectional details of all fixtures and fittings, including construction materials and plumbing lay out;
- (h) Staff sanitary facilities (Note: facilities for the disabled are required); and
- (i) Laundry facilities proposed.

## **APPLICATION FEES**

Planning	Please refer to Planning Department's Fees List
Building	Please refer to Building Service's Fees List
Health	\$80.00

## **DEFINITIONS**

“Appliance” -	means the whole or part of any utensil, machine, instrument, device, apparatus or anything used or intended to be used in or in connection with the performance of a skin penetration procedure of the cleaning or sterilization of another appliance.
“Cleaning” -	means the removal of soil and reduction in number of microorganisms from a surface by a process such as washing in detergent and water without prior processing.
“Disinfectant” -	means an agent intended to destroy or remove pathogenic microorganisms but does not usually destroy bacterial spores.
“Disinfected”	means subjected to the appropriate process set out in regulation 17A (1) or (2) and stored or packaged in the manner set out in regulation 17A (3).
“Disinfection” -	means the inactivation of non-spore forming organisms using either thermal (heat or water) or chemical means.
“Hairdressing Establishment” -	means any premises or place or portion of premises or a place where any of the operations of a hairdresser are carried on.
“Hairdressing Procedure”	means curling, waving, cleansing, cutting, shaving, trimming, singeing, bleaching, tinting, colouring of the hair or beard of any person whether with or without the aid of an apparatus, appliance, preparation or substance.
“High Risk contact” -	means any activity that involves a skin penetration procedure or contact with blood, mucous or other body fluid.
“Low Risk contact” -	means any activity that includes contact with a clients intact skin but does not include a skin penetration procedure.
“Operator” -	means a person who performs skin penetration procedures.
“Sharps” -	means any item designed to pierce, cut, puncture, tear or shave the skin, mucous membrane or conjunctiva of the eye.
“Skin Penetration Procedure” -	means any process involving the piercing, cutting, puncturing, tearing or shaving of the skin, mucous membrane or conjunctive of the eye.
“Sterilisation” -	means the complete destruction of all microorganisms including spores.

## **STRUCTURAL / DESIGN REQUIREMENTS**

### **Hairdressing Procedures Area -**

- (a) All floors, floor coverings, walls, ceilings, shelves, and other furniture must be kept clean and in good repair at all times.
- (b) Surfaces that come into contact with a client's skin, must be smooth, impervious and in good repair.
- (c) At least one (1) hands free wash hand basin, supplied with hot and cold water through a single outlet, soap, and disposable paper hand towels must be available within the immediate work area.
- (d) At least one (1) waste bin for trade waste must be available within the immediate work area.
- (e) There shall be sufficient space around each client to allow safe use of tools and equipment.

### **Work Space / Preparation Area -**

This is the area where the preparation for the hairdressing procedures take place. It shall be separate from the hairdressing procedures area.

- (a) The workspace/preparation area shall have available at least two sinks, one for cleaning and de-contaminating appliances and one for hand washing. The sink for hand washing should be hands free, supplied with hot and cold water through a single outlet, and be provided with soap, a bin and disposable paper hand towels.
- (b) The work shall have a cleaning area separate from the preparation area.
- (c) There should be sufficient space to accommodate the necessary equipment (e.g. dyes, pigments, solutions).
- (d) All appliances shall be positioned and stored safely to minimize the risk if an injury.
- (e) All work surfaces shall be smooth and impervious. All floors should be smooth, impervious and nonslip.

### **Walls, Floors, Ceilings –**

- (a) Wall surfaces shall be smooth and impervious, durable, non-toxic and should be able to resist disinfectants, water steam and heat.
- (b) Floors should be durable, impervious, non-toxic, slip resistant and free from cracks and crevices in which dirt may be lodged.
- (c) Recommended materials include commercial sheet vinyl and ceramic tiles. If a floor waste is proposed or required, the floor shall be evenly graded to a floor waste outlet of 100mm minimum diameter, connected to an approved drainage system.
- (d) The ceiling should be resistant to corrosion, non-toxic, free from cracks, crevices and other defects.

### **Cupboards, Cabinets, Shelves or Similar Fittings –**

- (a) Every shelf, bench and table on which instruments, tools and utensils are placed to be constructed of and finished with a durable, smooth, impervious material.
- (b) All cupboards, cabinets, shelves or similar, for the storage of clean towels, neck cloths, neck protectors, throw-overs and similar articles, to be constructed of durable, smooth materials.

### **Wash Basins –**

- (a) One (1) wash basin to be provided for every three (3) workstations.
- (b) Each wash basin is to be provided with a reticulated hot and cold water supply capable of delivering a flow of water of not less than 0.08 litres per second from each tap, with the hot water being delivered at a minimum temperature of 38 degrees Celsius.
- (c) Where the water is delivered direct from the tap to the head, a grohe or similar approved mixing valve is to be incorporated in the line.

### **Ventilation –**

- (a) **The premise must have natural ventilation in accordance with the Building Code of Australia.**

### **Lighting –**

- (a) Areas used for skin penetration procedures, work space and preparation areas shall be illuminated to a level that complies with Australian Standard, AS 1680.2.0 1990, 'Interior Lighting – Recommendations for specific tasks and interiors'.

## **INFECTION CONTROL PROCEDURES**

### **Hand Washing -**

- (a) Immediately before attending to each customer and immediately after visiting a water closet or urinal a hairdresser must wash his or her hands, using soap and water.
- (b) Hands or skin surfaces subject to high risk contact with blood or body substances shall be washed immediately or as soon as possible after contamination. Hands shall be washed with soap and water for a minimum of 10-15 seconds.
- (c) Hands shall be washed before and after using gloves.
- (d) Scrub brushes are not recommended for scrubbing hands as they may cause damage to the skin.
- (e) Cuts and abrasions on hands shall be covered with a water resistant occlusive dressing which shall be changed as necessary or when the dressing becomes soiled.
- (f) Hands shall be dried thoroughly using disposable paper towels.
- (g) Operators with weeping cuts, abrasions or dermatitis shall not come into direct contact with clients.

**Personal Protective Clothing -**

- (a) While attending to a customer a hairdresser shall wear a clean and properly fitting coat or overall of washable material, with no external pockets.
- (b) *Operator should wear clean clothing when attending clients and should change their clothing when they become contaminated.*

**Handling and Disposal of Sharps –**

- (a) Operators using sharps are responsible for their management and disposal.
- (b) All sharps shall be placed in an appropriate container when not in use.
- (c) Contaminated sharps shall not be passed from the hand of one operator to another.
- (d) All used sharps shall be placed in a designated puncture resistant container that complies with Australian Standard AS 4031, “Non reusable containers for the collection of sharp medical items used in health care areas”.
- (e) Sharps shall be discarded immediately after the hairdressing procedure is completed.
- (f) Reusable sharps are prohibited unless of a class or type that has been exempted by the Executive Director, Public Health.

**Management of Waste –**

- (a) A sufficient number of suitable receptacles, constructed of smooth impervious material with tight fitting lids to be used for soiled linen, soiled towels and other soiled cloths.
- (b) Separate waste receptacles constructed of the same, to be used for hair, paper and other trade wastes.
- (c) Each receptacle to have marked thereon, in permanent and prominent letters of not less than 50 millimetres in height, words or word “soiled linen” or “waste” as the case may be.
- (d) All waste material shall be placed into waste receptacles at the source of the production.
- (e) All waste shall be stored and disposed of in a manner that complies with the local government requirements.

**Linen –**

- (a) Linen used in premises where hairdressing procedures are undertaken shall be stored to prevent contamination.
- (b) An adequate number of towels, neck protectors and neck brushes must be available.
- (c) A hairdresser shall not use on any person, a towel, neckcloth, neck protector or wash cloth which has not been laundered since it was last used on a customer.
- (d) Used, dirty or soiled linen shall be stored in a suitable receptacle.
- (e) A towel or neck protector made of paper or cotton wool, shall be discarded immediately after use.

- (f) Where laundering is carried out on the premises, the laundry must comply with the requirements of the local authority, but the laundry shall not consist of less than one washing machine, one 36 litre wash trough, one clothes dryer and adequate mechanical ventilation. The laundry floor shall be smooth, impervious and evenly graded to a floor waste.
- (g) Household laundering procedures are adequate for processing all soiled linen. Alternatively, linen may be sent to an independent commercial laundry.

**Soap, Shaving Cream, Sponges and Powder Puffs –**

- (a) Liquid soap, shaving cream or shaving powder are the only soap to be used for the purpose of producing lather for shaving customers.
- (b) A hairdresser shall not apply any sponge, powder puff or substance in block form to a customer's skin.

**Animals –**

- (a) Animals are prohibited in areas where hairdressing procedures are undertaken with the exception of seeing-eye and hearing dogs in the company of a blind or deaf person or fish or other aquatic animals contained within a fish tank.

**Sterile Materials and Solutions –**

- (a) Single dose vials and single use sterile skin penetrating equipment shall be used in all cases. Unless of a type approved or exempted by the Executive Director, Public Health, multiple use vials and skin penetration equipment are prohibited.
- (b) All equipment must be appropriately cleaned or sterilized between each client in accordance with the code.

**Infectious Skin Conditions of Customers –**

- (a) Should a hairdresser attend to a customer who is suffering from any infectious or contagious disease, he or she shall immediately thereafter immerse all instruments, towels and cloths used on that customer in a disinfecting solution for not less than ten (10) minutes.

**Infectious Hairdresser Not to Attend to Customers –**

- (a) A hairdresser suffering from any infections or contagious disease shall not attend to any customer.

**Smoking and Preparing Food –**

- (a) **Smoking and food preparation are prohibited in areas where hairdressing procedures are undertaken.**
- (b) **Any food preparation must be in a room completely separate from any other room and must comply with the Health (Food Hygiene) Regulations 1993.**

### **Premises Not to be Used for Other Purposes –**

Any room in which hairdressing or cosmetic practices are conducted shall not be used for any other purpose. Any portion of the premises in which hairdressing practices are conducted shall be separated from the rest of the premises by a substantial wall or partition extending from the floor to the ceiling.

### **SELECTION AND MANAGEMENT OF APPLIANCES**

Any micro-organism that is introduced into a sterile body can establish an infection. The level of disinfection and/or sterilization is based upon the degree of risk of contamination incurred by the use of the appliance.

The selection and management of appliances will be dependent upon the use. Hairdressing procedures can be placed into three risk levels:

1. A **non-critical procedure** – where an appliance may come into contact with the intact skin but does not penetrate skin or come into contact with mucosa or blood. These appliances require cleaning.
2. A **semi-critical procedure** – where appliances come into contact with mucosa or blood. Such items must be disinfected.
3. A **critical procedure** – where appliances enter or penetrate the skin. Such appliances require cleaning and sterilization.

### **Cleaning Appliances –**

- (a) Cleaning is adequate for non-critical appliances that come into contact with intact skin but not in contact with blood or body fluids.
- (b) Cleaning is essential for all appliances before disinfection or sterilization to remove all organic matter and other residue.
- (c) Agents for cleaning include detergents, proteolytic enzyme cleaning agents and ultrasonic cleaners.
- (d) Ultrasonic cleaners used to assist with the cleaning of jointed and serrated stainless steel appliances shall comply with Australian Standard AS 2773, 'Ultrasonic Cleaners for Hospital Use'. Ultrasonic cleaners are not suited for cannulated appliances or plastics. Appliances of dissimilar metals should not be cleaned together. Ultrasonic cleaners shall be used according to the manufacturer's recommendations.

### **Disinfection Appliances and Tools of Trade –**

All appliances that may come into contact with blood, mucosa, or other body fluids shall be disinfected before use on a client. All reusable appliances used in procedures that may become contaminated with blood, mucosa or other body substances shall be cleaned and disinfected before being reused on another client.

Procedures for disinfecting of appliances are:

- (a) Clean and dry appliances or tools of trade;



- (b) If appliances can withstand heat and moisture and do not require sterilization, thermal disinfection is the simplest and most efficient method of disinfection. The minimum surface temperature, time relationship for disinfection is greater than or equal to eighty (80) degrees Celsius, minimum time of two (2) minutes; seventy five (75) degrees Celsius, minimum time of ten (10) minutes; or seventy (70) degrees Celsius, minimum time of fifteen (15) minutes;
- (c) Chemical disinfection should only be used when thermal disinfection is unsuitable.
- (d) An instrument other than clippers shall be disinfected if it is subjected to a thorough washing in cold water with soap or detergent and immersed in a disinfecting solution for ten minutes, and the case of razors, 30 minutes.
- (e) Clippers shall be disinfected by applying a disinfecting solution to the clipper head with a disinfected brush.
- (f) Where an instrument has been disinfected it shall be stored or packaged until use in such a manner as to protect it from contamination.
- (g) Any blood stained towel or article of washable material shall be immersed in a solution of household bleach in water to the ratio of 1 in 20 for a minimum of 30 minutes and then washed in the normal manner.

#### **Sterilisation and Storage of Appliances and Tools of Trade –**

Sterilisation means the complete destruction of all organisms including bacterial spores. All reusable appliances used in procedures involving contact with normally sterile areas of the body or contaminated with blood or body substances shall be cleaned and sterilized before being reused on another client. Appliances shall be sterilized by one of the following methods:

- (a) Steam Under Pressure (moist heat) sterilization – autoclaving
- (b) *Dry Heat sterilization (a dry air sterilizer that complies with AS 2487)*

#### **Disinfecting Solution to be Provided / Disinfecting Solution –**

- (a) A vessel containing at least one litre of disinfecting solution to be provided for each work station.

#### **Instruments to be Provided –**

- (a) Any instrument used on a person shall be disinfected before being used on any other person in accordance with the method specified above.
- (b) A sufficient number of instruments shall be provided to enable used instruments to be disinfected in accordance with the regulations.

#### **Approved Disinfecting Solution –**

The following solutions have been approved for disinfecting skin:

- (a) 70% - W/W isopropyl alcohol;
- (b) 80% - V/V ethyl alcohol;

- (c) 60% - V/V isopropyl alcohol;
- (d) Alcoholic (isopropyl and ethyl formulations of 0.5 – 4% W/V chlorhexidine); or
- (e) 10% W/V aqueous or alcoholic providine iodine (1% W/V available iodine).

**Use by Dates –**

Operators shall ensure that the use by date on disinfectants is current. Disinfectants shall not be used after the expiry date and shall be disposed of in a manner that complies with the local government requirements.

**SAFE WORK ENVIRONMENTS**

**Duty of Care –**

Employers have the responsibility to provide a safe work environment. The work place environment should have proper facilities and equipment arranged to minimize the potential for hazard. Further information about the employer duty of care may be obtained from Work Safe Western Australia.

**Education and Training –**

It is the responsibility of any person who performs hairdressing procedures, to ensure that they are familiar with infection control and safe working procedures.

Employers have a responsibility to provide adequate levels of staff training to ensure the maintenance of adequate infection control procedures and safe working practices.

**Roles and Responsibilities of Operators –**

- (a) To inform local government when establishing a business where hairdressing procedures will be carried out.
- (b) To comply with the Hairdressing Establishment Regulations 1972.
- (c) To meet with their duty of care to provide a safe and healthy work environment for employees.
- (d) To provide adequate levels of staff training in infection control and safe work practices.