

This Guideline has been developed to provide owners, architects and builders with information on the design provisions of the Health (Skin Penetration Procedure) Regulations 1998 and the associated Code of Practice for Skin Penetration Procedures.

This guideline also advises on the standards for infection control, selection and management of appliances, skin penetration, approved disinfection solutions and safe work environments for employees.

The Health (Skin Penetration Procedure) Regulations 1998 adopt the Code of Practice for Skin Penetration Procedures, which set out design provisions for skin penetration premises. A "Skin Penetration Premises" includes beauty therapy, acupuncture, body piercing and tattooing.

The Health (Skin Penetration Procedure) Regulations 1998 were implemented to assist in preventing the spread of blood borne infection diseases. The Code of Practice sets out minimum standards of infection control for anyone who performs a skin penetration procedure, which includes any procedure that punctures, cuts or tears the skin or mucus membrane.

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: 95280315
Email: customer@rockingham.wa.gov.au
Webpage: www.rockingham.wa.gov.au

APPLICATION REQUIREMENTS

Before the commencement of any development or the alteration or extension of any skin penetration 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 Health (Skin Penetration Procedure) Regulations 1998.

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 skin penetration procedures area and the work space preparation area;
- (b) Shelves, fittings and other furniture details for the skin penetration procedures area and the workspace preparation area;
- (c) Hand wash basin and sink details in both work preparation areas and skin penetration 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.
"Disinfection" -	means the inactivation of non-spore forming organisms using either thermal (heat or water) or chemical means.
"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

Skin Penetration Procedures Area -

- (a) All floors, floor coverings, walls, ceilings, shelves, fittings and other furniture shall be constructed of materials suitable for the procedures undertaken and shall be kept clean and in good repair.
- (b) Any surface that comes into direct contact with a client's skin or mucous membrane 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.

Work Space / Preparation Area -

This is the area where the preparation for the skin penetration procedures take place. It shall be separate from the client treatment 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 space/preparation area shall have a cleaning area separate from the client treatment area.
- (c) There should be sufficient space to accommodate the necessary equipment (e.g. steam sterilizer).
- (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.

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) Hands shall be washed with soap and water and dried before and after direct low risk contact with clients.
- (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) Gowns and/or disposable plastic aprons should be worn where there is a reasonable likelihood of splashing or contamination of clothing.
- (b) Where high risk contact is likely to occur where an operator may come into contact with blood or other body substances disposable examination gloves shall be worn.
- (c) Gloves shall be discarded and replaced with new if there is any evidence of tearing or deterioration.
- (d) Gloves shall be changed when performing separate and distinct procedures on the same client to avoid cross contamination.
- (e) Gloves shall be changed between each client to avoid cross contamination.
- (f) General purpose rubber utility gloves shall be worn when performing cleaning duties.
- (g) General purpose utility gloves may be reused unless there is peeling, cracking, puncturing, tearing or any other evidence of deterioration.
- (h) Face protection, eye protection or masks should be worn when performing any procedure that may cause splash or spray of blood or body substance.

HANDLING AND DISPOSAL OF:

Needle Stick and Blood Accidents –

Work places where skin penetration occurs shall have a policy concerning needle stick and blood accident exposure. Staff shall be aware of the policy. Needle stick and blood accident policies shall follow the Australian National Council on AIDS (ANCA) recommendations.

Linen –

Linen used in premises where skin penetration procedures are undertaken shall be stored to prevent contamination. Only fresh, clean linen shall be used on each client. Used, dirty or soiled linen shall be stored in a suitable receptacle. Household laundering procedures are adequate for procedures are adequate for processing all soiled linen. If a washing machine is to be used it should be used in a separate room, with at least one 36 litre trough, one clothes dryer and adequate ventilation.

Animals –

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.

Smoking and Preparing Food –

Smoking and food preparation are prohibited in areas where skin penetration procedures are undertaken. Any food preparation must be in a room completely separate from any other room and must comply with the Food Act 2008.

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) Needles should not be removed from disposable syringes for disposal, purposely broken or otherwise manipulated by hand except when the removal of the needle is technically necessary; or when performing procedures where needles should be bent.

Needles should be bent only when required prior to contamination with blood or any body substance.

- (e) All used sharp shall be placed in a designated puncture resistant container than complies with Australian Standard AS 4031, “Non reusable containers for the collection of sharp medical items used in health care areas”.
- (f) Sharps shall be discarded immediately after the skin penetration procedure is completed.
- (g) Reusable sharps are prohibited unless of a class or type that has been exempted by the Executive Director, Public Health.

Management of Waste –

- (a) Contaminated waste shall be placed into waste receptacles at the source of generation.
- (b) Receptacles for contaminated waste shall be clearly identified.
- (c) All waste shall be stored and disposed of in a manner that complies with local government requirements.

Blood and / or Body Fluids Spills –

Blood and body fluid spills pose a significant health risk. If a spillage of blood or body a substance occurs:

- (a) Wear disposable gloves and protective clothing.
- (b) Pick up broken glass or any other sharp object included in the spill with forceps and dispose of in a sharps container.
- (c) Clean the surface that has been contaminated with detergent and water using disposable wipes or paper towels.

- (d) Rinse and dry the surface.
- (e) All soiled materials, excluding sharps, should be placed in a plastic bag and then disposed of in a manner that complies with local government requirements.
- (f) If a spill occurs on a carpeted area, the area should be shampooed or steam cleaned as soon as possible after the spill occurs.

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. Skin Penetration 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 –

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 disinfection of appliances are:

- (a) Clean and dry appliances;
- (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 80 degrees Celsius, minimum time of 2 minutes; 75 degrees Celsius, minimum time of 10 minutes; or 70 degrees Celsius, minimum time of 15 minutes;
- (c) Chemical disinfection should only be used when thermal disinfection is unsuitable.
- (d) A 2% solution of glutaraldehyde is the only chemical disinfectant recommended by the Australian Standard AS 4187, "Cleaning Disinfecting and Sterilising reusable medical and surgical instruments and equipment and maintenance of associated environments in health care facilities".

However, when using glutaraldehyde the following recommendations are made; Glutaraldehyde is an intense irritant and is highly toxic

- Follow the manufacturers' instructions and recommendations.
- Operators using glutaraldehyde should wear protective attire to minimize skin sensitization and to prevent splashing of the eyes. The use of glutaraldehyde should be restricted to well ventilated rooms with a flume hood. Solutions should be in a covered container when not in use.
- All items treated with glutaraldehyde must be washed with sterile water before use.

THIS CHEMICAL IS NOT TO BE USED AS OR IN PLACE OF STERILISATION

Sterilisation and Storage of Appliances –

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)*

Skin Preparation –

The client's skin shall be cleaned and free of infection. Prior to any skin penetration procedure the area to be penetrated shall be wiped with a sterile disposable swab containing an approved disinfection solution. The skin should be allowed to dry for 30-60 seconds.

Skin disinfectant for skin penetration should be decanted from its container on a client-by-client bases. Fluid remaining at the end of each procedure shall be discarded and the container cleaned and re-sterilised before reuse.

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. Workers should be offered immunization eg. Hepatitis B vaccine against infections that are a potential risk in skin penetration environment. 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 skin penetration 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 skin penetration procedures will be carried out.
- (b) To comply with the Code of Practice.
- (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.

Special Requirements for Acupuncture –

These special requirements form part of the Code of Practice and must be complied with when performing acupuncture.

- (a) Before inserting needles, prepare the skin in accordance with this Code.
- (b) A new swab should be used for each separate area of the body eg. If needles are to be inserted into both the back and leg areas, separate swabs should be used for the back and the leg.
- (c) The skin should be allowed to dry for 30-60 seconds.
- (d) Disposable single use needles shall be used. However, the Executive Director, Public Health may exempt a class or type of needle or procedure.
- (e) Dry Heat Sterilisation is not recommended for acupuncture needles as it causes brittleness and loss of elasticity.
- (f) When ear press needles are to be used they shall be sterile.
- (g) When a dermal hammer is to be used it is recommended that it should be sterile.
- (h) When bleeding is to be used as a treatment technique, disposable sterile single use lancets should be used.
- (i) When needles requiring guide tubes are used a sterile guide tube shall be used.
- (j) If the shaft of a needle is to be touched when long needles are inserted, a sterile barrier should be placed between the shaft of the needle and the hand.

Special Requirements for Beauty Therapy Procedures –

These special requirements form part of the Code of Practice and must be complied with when performing beauty therapy procedures.

- (a) Wax re-used between clients shall be thermally disinfected. (For the purposes of this paragraph thermally disinfected means reused wax that has been treated at a temperature of at least 130 ° C for a minimum time of 20 minutes).
- (b) Single use disposable electrolysis needles shall be used at all times.
- (c) All non-invasive appliances such as tweezers and nozzles used for beauty treatments shall be rinsed in tepid water, immersed in detergent and water and scrubbed under water with a clean scrubbing brush.
- (d) Following cleaning, appliances should be dried and stored dry. They should not be stored by soaking in disinfectant.
- (e) Depilatory waxes shall be poured or removed from stock using a new clean spatula or ladle and placed into a clean container prior to each client treatment. If more wax is required, a new spatula shall be used. (A new ladle is not required providing the ladle does not come into contact with any material that is in use on the client). Disposable spatulas and containers shall be discarded into an appropriate waste receptacle after use. Reusable containers shall be cleaned and disinfected between each client.

- (f) Dyes, pigments, solutions used in skin penetration shall be poured or removed from stock using a new clean spatula or ladle and placed into a sterile container prior to each client treatment. If more dye, pigment, solution is required a new spatula shall be used. (A new ladle is not required providing the ladle does not come into contact with any material that is in use on the client). Disposable spatulas and containers shall be discarded into an appropriate waste receptacle after use. Reusable containers shall be cleaned and disinfected between each client.
- (g) Reusable appliances used in tattooing shall be cleaned and disinfected between each client.

Special Requirements for Body Piercing –

These special requirements form part of the Code of Practice and must be complied with when performing body piercing procedures.

- (a) Only appropriate jewellery shall be used in piercing. Suggested materials includes, but are not exclusive to: implant grade high quality stainless steel, solid 14 or 18ct gold, niobium, titanium, platinum or a dense low porosity plastic such as monofilament nylon, acrylic or Lucite.
- (b) All jewellery shall be capable of being sterilized.
- (c) Only sterile jewellery shall be inserted.
- (d) Solutions used in skin penetration procedures shall be poured or removed from stock and placed into a sterile container prior to each client's treatment. If additional solution is required it shall be placed onto a new sterile container. Disposable containers shall be discarded into an appropriate waste receptacle after use. Reusable containers shall be cleaned, disinfected or sterilized in accordance with this code.

Special Requirements for Tattooing –

These special requirements form part of the Code of Practice and must be complied with when performing tattooing.

- (a) If there area to be tattooed needs to be shaved, a new disposable safety razor shall be used and then discarded into an approved sharps container.
- (b) If petroleum or lubricating jelly is to be used to cover the client's skin, the jelly shall be removed from the container using a new clean wooden or plastic spatula. A new spatula shall be used every time more jelly is required from the container.
- (c) Dyes, pigments and solutions used in skin penetration procedures shall be poured or removed from stock using a clean spatula and placed into a sterile container prior to each client treatment. If more dye, pigment or solution is required, a clean spatula shall be used. Disposable spatulas and containers shall be discarded into an appropriate container after use. Reusable containers shall be cleaned, disinfected or re-sterilised before the next customer.
- (d) Sterile disposable single use needles shall always be used. The reuse of needles is prohibited.
- (e) Reusable tubes and needle bars shall be cleaned and sterilized in accordance with this code.
- (f) Electrical equipment associated with the needle bar shall be cleaned and maintained in accordance with manufacturer's guidelines.