TIMARU
TDC
DISTRICT COUNCIL

Code of Practice for the Management and Operation of Beauty Facilities and Skin Piercing Premises

May 2008

Scope

This Code of Practice provides the technical standards to be achieved by persons operating beauty facilities and skin piercing premises. These technical standards support the aim of Chapter 23 of the Timaru District Consolidated By-law 2007 (Health Protection – Pools, Beauty Facilities, Skin Piercing and Tattooing) to prevent the transfer of communicable diseases such as Hepatitis B and C, HIV/AIDS and bacterial skin infections via beautician practices, tattooing and skin piercing.

Beautician, tattooist and skin piercing practices include processes such as tattooing, skin piercing, epilation (eg. waxing and electrolysis), pedicures, manicures, paraffin treatment and extractions. Persons who carry out such practices will include jewellers, beauty therapists, tattooists and hairdressers.

Registered doctors, dentists, nurses, physiotherapists and podiatrists are exempted from the requirement of licensing due to their recognised training standards and the fact that they are audited by other assessors associated with the Ministry of Health.

In any situation however general standards of hygiene apply, and must be in accordance with NZS8142: 2000 Infection Control Standards and this Code of Practice.

Beauticians, skin piercers and tattooist operators must provide their clients with professionally competent, safe and hygienic services, within clean facilities. It is essential for operators to be fully aware of the potential dangers and wider effects of their procedures, and to understand the precautions that must be taken to minimise the likelihood of infection or spread of disease.

Compliance with this Code of Practice is the means of compliance with Chapter 23 of the Timaru District Consolidated By-law 2007. Where there is a need to amend this Code for any reason, it will be amended in consultation with licensees affected by the amendments to ensure that an accountable change process is followed.

1 Interpretation

1.1 Terms used in this Code of Practice are those as defined in the Timaru District Consolidated By-law 2007 and in the context of this Code of Practice:

AUTHORISED OFFICER means an Environmental Health Officer appointed by the Council under the authority of the Health Act 1956.

BY-LAW means the Timaru District Consolidated By-law 2007.

CHAPTER 23 OF THE BY-LAW means Chapter 23, Health Protection - Pools, Beauty Facilities, Skin Piercing and Tattooing.

USED WAX (including paraffin wax), means wax that has been:

(a) Previously applied to the body, or

(b) Left over in the cartridge of a roll on/pistol system that has been applied to any part of the body (this does not include cartridges where wax does not re-enter the cartridge after application), or

(c) Left over in a heated pot from which it has been applied by spatula using the double dipping procedure, or

(d) Left in the cartridge of a flow on system that has been applied to any part of the body.

2 Registration of Premises

2.1 No person shall use any premises as a beauty facility unless the premises are registered with Council in accordance with Chapter 23 of the By-law and a valid Certificate of Registration is held on the premises.

3 Registration Matters to be Assessed

3.1 For the purposes of Clause 2301.4(d) of Chapter 23 of the By-law, "such other matters, as Council or the Authorised Officer considers relevant to the safe operation and maintenance of the facility" includes the following:

(a) The applicant has a sufficient technical knowledge of the hazards associated with carrying out the beauty treatment or skin piercing processes for which they are applying for registration.

Note: For the purpose of determining an applicant's knowledge the Environmental Health Officer may require an applicant to undergo such tests as are necessary to display the applicant's knowledge: *and*

(b) The beauty treatment and beauty facilities complies with the Ministry of Health publication Guidelines for the Safe Piercing of Skin, available on the Ministry of Health website http//:www.moh.govt.nz; *and*

(c) That the beauty treatment complies with any relevant New Zealand Standards, eg:

- NZS 4303:1990 Ventilation for Acceptable Indoor Air Quality;
- AS/NZS 4304:2002 Management of Healthcare Waste;
- AS/NZS 4261:1994 Reusable Containers for the Collection of Sharp Items Used in Human and Animal Applications;

or any superceding version.

4 General Requirements for Premises

4.1 All beauty facilities which are intended to be used for beauty treatment or skin piercing shall comply with all of the following provisions:

(a) Premises shall be constructed in accordance with all of the provisions of the Building Act 2004 and current Building Code as are applicable in the circumstances.

(b) Beauty facilities shall be maintained in a state of good repair and in a clean and tidy condition. Where it is necessary and as appropriate this includes cleaning and sanitising the premises.

(c) The floors, walls, ceiling, fixtures and fittings in any area connected with the carrying out of any beauty treatment or skin piercing process that is liable to get moist or wet shall be constructed of materials that are continuously smooth, impervious and able to be easily cleaned.

Flooring in wet areas shall be coved up to a height of 75mm from the floor.

(d) A sufficient number of wash hand basins equipped with a piped supply of hot and cold water, soap and adequate hand drying facilities shall be provided at or near toilet facilities and working areas. Any wash hand basin within the working area of a beauty facility shall be easily accessible and supplied with splash guards and long lever or foot operated taps.

(e) A sink supplied with a constant piped supply of hot (minimum 63^0C) and cold water shall be provided in a readily accessible position within the working area for the sole purpose of cleaning instruments and equipment.

(f) All parts of the premises shall be adequately ventilated to the satisfaction of an Environmental Health Officer.

(g) All parts of the premises shall be provided with adequate and efficient lighting that enables proper cleaning and inspection of the premises.

(h) There shall be provided at all times an adequate supply of

cleaning equipment and cleaning, sanitising and sterilising agents. Provision shall be made for separate and secure storage of such items when not in use.

(i) Adequate and sufficient covered waste receptacles that are constructed of a readily cleanable material shall be provided.

(j) Separate storage shall be provided for clean and soiled laundry, cleaning equipment, beauty products, and other chemicals, products or materials. The storage of clean laundry shall be in dust-proof containers. Such storage facilities shall be separate from any area used for the preparation of food or drink.

(k) Where refreshments are served to customers, single use utensils are to be used unless approved dishwashing facilities are available. Non-liquid refreshments are to be served only in customer waiting areas and not in work areas.

(l) Staff members shall be provided with a separate room or suitable facilities for the storage of clothing and personal effects.

5 General Requirements of Operation

5.1 No person shall carry out any beauty treatment or skin piercing process on any person under the age of 16 years without the written permission of that person's parent or legal guardian.

5.2 No person shall carry out any beauty treatment or skin piercing process on any person whom they suspect is under the influence of alcohol, drugs or mind-altering substances.

5.3 No person shall smoke in a beauty facility. Smoking on any premises shall comply with the provisions of the Smokefree Environments Act 1990.

5.4 The operator of a premises, where any beauty treatment or skin piercing process takes place, shall display in a prominent place a notice asking customers to inform them of any communicable

or infectious disease they have, which may be likely to have an effect on the process.

5.5 No person who is suffering from, or suspects that they are suffering from, or is a carrier of a skin infection or condition, or communicable disease, shall carry out any beauty treatment or skin piercing process, without taking adequate precautions to prevent the transmission of such infection, disease or condition.

5.6 No animals, except registered disability assist dogs, are permitted in that part of a premises where beauty treatment or skin piercing processes take place.

5.7 All used towels shall be placed in an area, or receptacle, separate from clean laundry.

5.8 All mattresses, squabs and cushions used on any chair, bed, table or the like, used in conjunction with the carrying out of a beauty treatment or skin piercing process, shall be covered in an impervious and readily cleanable material and all linen/ paper shall be replaced after each client.

5.9 All tables, sunbeds and other associated equipment shall be wiped down and rendered hygienic with a suitable disinfectant before being used again.

5.10 All solid waste shall be disposed of in an approved manner.

5.11 All substances which have hazardous properties shall be stored and used in accordance with manufacturers instructions, and where applicable shall comply with the provisions of the Hazardous Substances and New Organisms Act 1996.

6 Records

6.1 Any person receiving any beauty treatment or skin piercing process shall give consent to the procedure. Information regarding any beauty treatment shall be given in a manner that fully explains the nature of the procedure, the outcomes of it and any risks involved. The information must be understandable

and shall therefore take into account the age of the person involved and their understanding of the language used.

6.2 Nothing in this Code shall be construed as requiring any beauty treatment provider to perform a prescribed process on any other person. The provider may:

(i) decline to carry out any beauty treatment process; or

(ii) agree to carry out any prescribed process subject to such conditions as are considered appropriate in the circumstances

6.3 The beauty treatment provider shall retain client records on site. Records shall be available for perusal by Authorised Officers.

Information that shall be recorded includes:

- Name, address, phone contact
- Procedure type
- Consent (including age verification and health disclaimer)

7 Conduct of Providers

7.1 Every beauty treatment provider prior to and during the provision of treatment shall:

(a) At all times keep his/her clothing, hands and fingernails clean, and shall cover any infected, damaged or inflamed skin with an impermeable dressing, *and*

(b) Maintain effective personal hygiene standards including the thorough washing and drying of hands in all appropriate circumstances.

(c) Prior to commencing any skin piercing procedure, cleanse client's skin by swabbing with 70% alcohol (e.g. ethyl or isopropyl), or similar cleansing agents approved by the Authorised Officer.

(d) Dispose of all blood or tissue contaminated materials, and dye residue into a puncture resistant container or otherwise

in a manner approved by the Authorised Officer.

7.2 Every treatment provider shall, at the completion of any skin piercing process, provide to each customer suitable written instructions for the subsequent aftercare of the treatment to prevent infection.

7.3 Prior to the commencement of every skin piercing process every beauty treatment provider shall cover their hands with new, single use gloves.

7.4 Any equipment used shall be operated according to the manufacturer's specifications and instructions, and for no purpose other than given in such instructions.

8 Tattooing

8.1 The sterilisation of equipment used in tattooing shall include, but is not limited to, the sterilisation of needles, needle bars, tubes and tube tips.

8.2 Stencils shall only be used for one client and then disposed of.

8.3 No provider shall, in tattooing any customer, use any dye, pigment or solution unless that dye, pigment or solution has been decanted into a separate container holding sufficient of the liquid to complete as much of the tattoo on that customer as is proposed at that treatment time.

8.4 The treatment provider shall ensure that on completion of the tattoo treatment, any dye, pigment or solution residue is discarded and disposed of to waste, and that the container is either sterilised or disposed of.

9 Beauty Treatment/Skin Piercing/Epilation

9.1 No person shall remove hairs from moles, birthmarks and other abnormalities without medical permission.

9.2 A client's skin must be sanitised prior to waxing.

9.3 No person shall use any instrument to pierce skin unless it has been sterilised and has been kept in such a manner as to maintain sterility. All needles shall be either pre-sterilised disposable type or sterilised in accordance with Clause 10.1. No needle or other instrument used to pierce skin shall be handled with bare fingers, nor contaminated by packaging which has been in contact with bare fingers.

9.4 Wax that has been applied to any part of a customer's body shall not be reused.

10 Sterilisation of Equipment

10.1 Equipment that has been used in any beauty treatment or skin piercing process, shall not be reused unless it has been sterilised in one of the following ways:

(a) Thoroughly cleansed and exposed to steam under pressure in a steriliser (autoclave) for:

(i)not less than 15 minutes at a minimum 121°C; or

(ii)not less than 10 minutes at a minimum 126°C; or

(iii)not less than 4 minutes at a minimum 134°C.

The times quoted above are holding times and do not include the time taken for the steriliser (autoclave) to reach the required temperature.

10.2 Every steriliser shall be fitted with time, temperature and pressure gauges, and every time an autoclave is used chemical indicator strips shall be inserted to indicate that the temperatures as listed on 10.1 above have been attained.

10.3 During each use of a steriliser the gauges shall be monitored to ensure that the correct times, temperatures and pressures are reached and equipment to be sterilised shall be;

(a) Thoroughly cleansed and exposed to dry heat for not less than 60 minutes at a minimum 170°C; or

(b) Thoroughly cleansed then totally immersed in a glass bead steriliser operating at 250°C for not less than 4 minutes; or

(c) Thoroughly cleansed by a method appropriate to the nature of the article concerned and then submitted to a process of sterilisation approved by the Environmental Health Officer.

10.4 Time, temperature and pressure readings of the autoclave gauges shall be recorded and retained for a minimum period of six months. The records shall be held available for inspection by an Authorised Officer or a Medical Officer of Health.

10.5 All disposable needles and other beautician, skin piercing and tattooing instruments shall be disposed of in an appropriate "sharps" container for infectious waste, which in turn shall be disposed of in an approved manner.

Note that this type of waste is unacceptable in the Timaru District Council Solid Waste Collection stream.

10.6 Where an instrument or piece of equipment used for projecting a needle into the skin of any person would be rendered inoperable or damaged if it were sterilised, the hand piece shall be deemed to be disinfected if it has been cleaned of all visible soiling then wiped with a clean paper towel saturated with:

(a) A solution of industrial methylated spirit; *or*

(b) Ethyl alcohol or isopropyl alcohol (in each case containing not less than 70% alcohol); *or*

(c) Chlorine solution having a minimum strength of 500 parts per million; *or*

(d) Such other similar approved solutions.

Prior to cleansing the hand piece the needle shall be removed from the hand piece and disposed of.

(Note: Chlorine solution will corrode metals.)

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