



## Fit-out guide

### Skin Penetration Activities

Guide for operators

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## Introduction

This guide is for businesses involved in the design, construction and fit-out of premises undertaking Skin Penetration Activities. It provides guidance to operators, architects, designers, builders, equipment manufacturers and other professionals associated with the design and construction of premises providing Skin Penetration Activities.

The set-up and operation of a premises undertaking Skin Penetration Activities must comply with the Public Health Act 2010.

This guide aims to provide operators with minimum requirement options that are safe and minimise infection risks.

Safe conduct of Skin Penetration Activities begins at the earliest planning stages. The correct fit-out will assist you in providing premises that are easy to clean and maintain, and facilitate good hygiene practices.

### Who needs to read this guide

This guide will be useful if you are designing a premises for tattooing body piercing, beauty therapy or hairdressing or any other premises providing a service that involves skin penetration that is provided as part of a business transaction.

The guide aims to ensure that premises undertaking Skin Penetration Activities:

- are easy to clean and maintain;
- minimise infection risks;
- have sufficient space, facilities and suitable equipment to conduct safe services;
- are provided with services such as potable water and effective waste disposal for Skin Penetration Activities;
- provide facilities for staff to maintain standards of personal hygiene and equipment cleanliness that will prevent staff and customers from risks of infection.

## 1. Design and layout

### Performance criteria

A premises providing Skin Penetration Activities is required to be designed and constructed to:

- be adequate for the types of services and activities conducted;
- provide adequate space for all activities conducted and for all equipment to be used or stored;
- allow easy cleaning/sanitising and sterilising procedures of all structures and equipment.

### Acceptable solutions

#### Flow of activities through a premises providing Skin Penetration Activities

The correct design and layout can help streamline work practices, reduce cleaning and maintenance, and prevent or minimise infection risks.

A premises must be designed so that the flow of service is in one direction: from product receipt, to storage, preparation, providing the customer with a service, and finally to disposal and/or sanitising and/or sterilising of equipment, and in doing so reduce the infection risks associated with the process.

#### Adequate space

- Adequate space is to be provided for all activities required to carry out safe provision of Skin Penetration Activities.
- Storage of potentially hazardous equipment and waste must be adequate for the business to comply with work health and safety legislation.

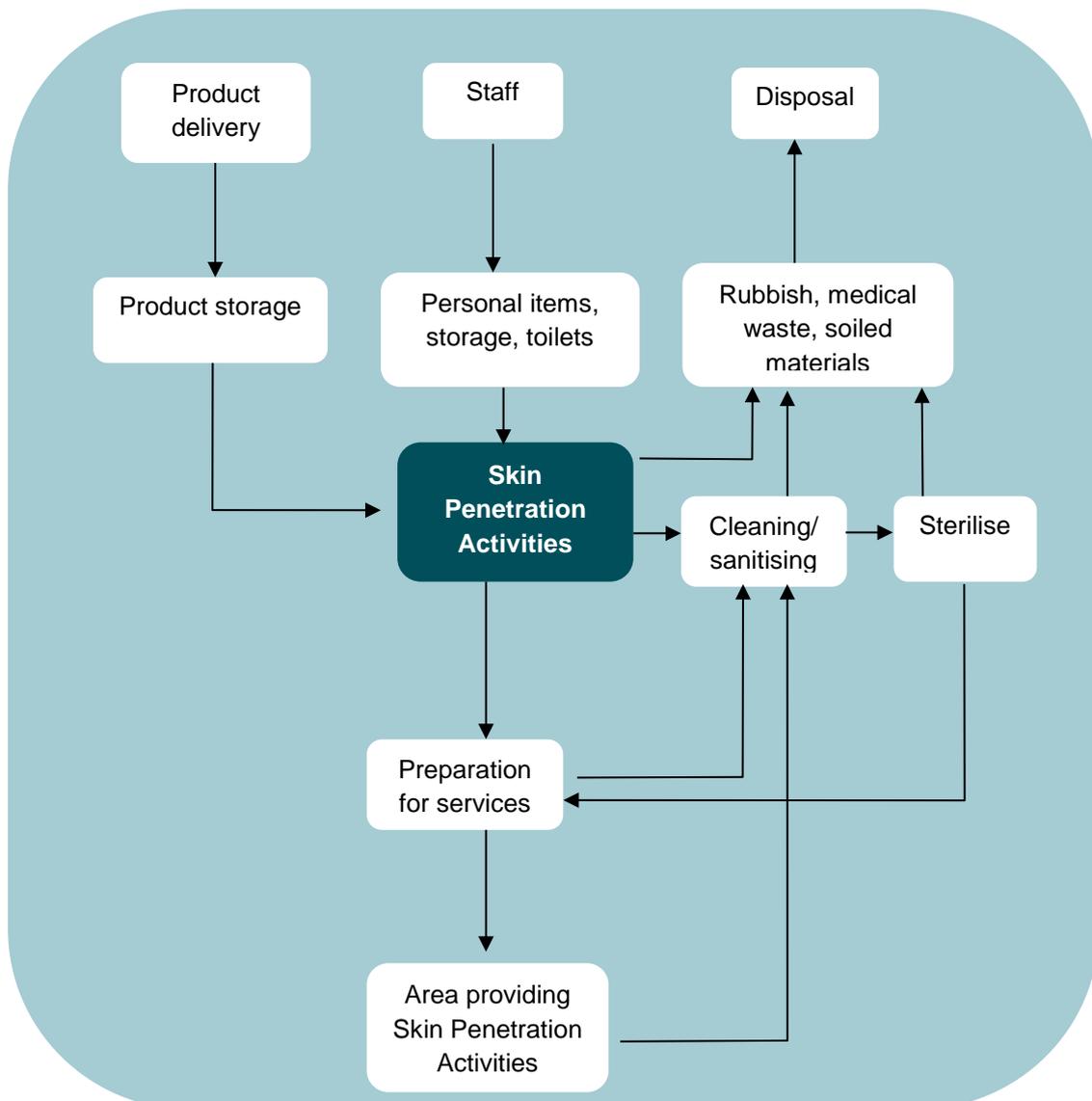
#### Cleaning, sanitising, sterilising and maintenance

Layout and design of the premises must provide access for cleaning, sanitising, sterilising and maintenance.

#### Areas providing Skin Penetrating Activities

- Adequate premises space must be provided for all Skin Penetration Activities -related activities.
- Designated clean and dirty or contaminated zones must be clearly indicated.

Figure 1 Example of flow of staff and services through premises providing Skin Penetration Activities



## 2. General requirements

### Performance criteria

The design and construction of a premises providing Skin Penetration Activities must:

- be adequate for the types of services and activities conducted;
- provide adequate space for all activities conducted, and for all equipment to be used or stored;
- allow easy cleaning/sanitising and sterilising procedures of all structures and equipment.

### Acceptable solutions

#### Appropriate for use

The design and layout of a premises providing Skin Penetration Activities must be well-planned, taking into consideration several important elements to

ensure effective and acceptable operation. The design principles for a premises providing Skin Penetration Activities must accommodate safe flow of product and waste to minimise infection risks. Separating particular processes in the premises must be considered including:

- used and unused items and equipment;
- hand washing facilities;
- wash/cleaning areas;
- storage facilities;
- waste disposal areas.

#### Adequate space

Proper planning of a premises providing Skin Penetration Activities will effectively designate adequate space and areas for Skin Penetration Activities activities and storage of equipment and product. Storage areas must be constructed of materials which are durable and easily cleaned.

Provision of adequate space must be provided for:

- product and equipment delivery access;
- new product - sufficient shelving space, sanitised and/or sterile area;
- “in use” product – sufficient clean and practical space;
- adequate preparation area;
- cleaning chemicals and equipment - separate cabinet, locker or cupboards for all chemicals and cleaning supplies;
- waste - sufficient and separate waste; containers for all anticipated waste, including general waste, soiled waste, medical waste etc.;
- personal belongings - separate lockers, cupboards or cabinets for personal clothing and items;
- Skin Penetration Activities utensils/equipment – adequate storage space;
- office and business equipment (used to run the business) must be separate from the SKIN PENETRATION ACTIVITIES storage and preparation areas to minimise infection risks.

### **Cleaning, sanitising and sterilising**

The design of all premises providing Skin Penetration Activities must provide suitable access to allow effective and efficient cleaning procedures for all equipment, fittings, surfaces and areas.

### **Special**

Clean towels, linen and other materials that may be required to carry out processes hygienically must be stored within the establishment in adequate vermin-proof cupboards, cabinets or other similar fittings.

## **3. Work area zones**

### **Performance criteria**

A premises providing Skin Penetration Activities must be suitably planned and fitted out to effectively minimise infection risks, taking into consideration:

- separation of clean or sterile items from contaminated items;
- convenient access by operators to hand basins from a number of rooms.

### **Acceptable solutions**

A Skin Penetration Activities business, consisting of a single room or multiple rooms, must incorporate a:

- clean zone within a room, or rooms, where clean or sterilised items are stored and a hand basin is located;
- dirty or contaminated zone within a room, or rooms, where contaminated items are placed to await cleaning, and where the cleaning sinks, instrument washers and sterilisers are located.

## **4. Hand washing, instrument and equipment facilities**

### **Performance criteria**

A Skin Penetration Activities business must be provided with suitable hand washing and instrument and equipment cleaning facilities to provide and maintain hygienic conditions.

### **Acceptable solutions**

#### **Hand basins**

A Skin Penetration Activities business must be provided with hand washing facilities which consist of at least one hand washing basin for each five workstations or part thereof with:

- bowl dimensions of not less than 400mm x 250mm;
- reticulated cold water controlled by non-touch taps and includes wrist, elbow, knee, foot or sensor operated taps;
- unobstructed space above it, not less than 600mm wide and extending not less than 750mm above the fixture;
- the basin situated not more than 5m from any work station unobstructed by walls or fixtures;
- each hand wash basin located between 800mm and 1000mm above the floor.

#### **Instrument and equipment cleaning**

A Skin Penetration Activities business must be provided with at least one sink solely for washing and cleaning instruments and equipment. The sink must:

- have a bowl not less than 400mm long;
- have reticulated hot and cold water ;
- be located between 800mm and 1000mm above the floor.

## 5. Surface finishing materials

### Performance criteria

The floors, walls, ceilings, benches and cupboard surfaces, workstations and areas used in conjunction with workstations must be finished with a suitable material to enable easy cleaning.

### Acceptable solutions

#### Floors

The finished floor surface must consist of a material that is free of cracks, irregularities, and imperfections and must include one of the following:

- ceramic tiles;
- sealed cork tiles;
- plastic tiles or sheeting;
- polyurethane sealed timber;
- epoxy resin sealed concrete;
- carpet that can withstand fluids and can be easily cleaned.

The intersections between floors and walls must be provided with one of the following:

- coving at least 50mm high;
- continuous skirting at least 50mm high consisting of timber, ceramic tiles or the like.

#### Walls

The finished wall surfaces must consist of a material that is easily cleaned when painted or sealed and includes one of the following:

- sealed smooth concrete;
- rendered hard plaster;
- smooth concrete masonry;
- smooth clay masonry;
- timber boards;
- timber sheeting;
- washable vinyl wallpaper;
- plasterboard.

#### Ceilings

The finished ceiling surfaces must consist of a material that is easily cleaned when painted or sealed and includes one of the following:

- sealed smooth concrete;
- rendered hard plaster;
- plasterboard;
- timber;
- timber boards or sheeting.

#### Joinery and other surfaces

All joinery and other finished surfaces, including benches, cupboards, shelves and work station

areas on which instruments are placed, must consist of a material that can be easily cleaned, is smooth and free from cracks and crevices and includes one of the following:

- gloss paint or stain;
- laminate;
- glass;
- stainless steel;
- epoxy resin.

## 6. Joining system finishes

### Performance criteria

Internal wall, ceiling and floor finishes must have a suitable joining system to facilitate the maintenance of hygienic conditions.

### Acceptable solution

Joints between:

- wall and ceiling linings are to be flush with the surface;
- ceramic wall and floor tiling are to be filled with heavy duty 100% epoxy, acid-resisting grouting in accordance with the manufacturer's recommendations;
- wall and floor flexible Polyvinyl Chloride (PVC) sheeting must have heat welded seams;
- polypropylene sheeting has proprietary plastic mouldings.

## 7. Water supply

### Performance criteria

There must be an adequate supply of hot and cold water to the establishment.

### Acceptable solutions

The hot water system for the establishment must:

- have an adequate capacity for the activities on the premises
- be connected to a potable or approved water supply.

## 8. Lighting

### Performance criteria

Lighting must be sufficient to carry out the process of Skin Penetration Activities hygienically.

### Acceptable solutions

Refer to Australian Standard 1680 (Interior Lighting set) for guidance.

## 9. Waste facilities

### Performance criteria

Adequate facilities must be provided for general waste and sharps disposal.

### Acceptable solutions

#### General Waste

General waste must be placed in a container which is smooth and impervious and has a suitable lid.

#### Best practice

General waste must be disposed of in a smooth and impervious container that contains a disposable liner. This reduces the need to clean the container.

#### Sharps Disposal

Sharps must be disposed of appropriately.

Sharps containers must be placed as close as practical to where the procedure is undertaken.

Sharps containers must be easily accessible to all operators.

## 10. Further information

Refer to the complementary documents for further information regarding safe operation of Skin Penetration Activities premises:

- Glossary for personal appearance services;
- Knowledge self-assessment questions;
- Knowledge self-assessment answers;
- Beauty Services Small Business Guide.

[www.tweed.nsw.gov.au/Business/BeautyServicesAndTattooing](http://www.tweed.nsw.gov.au/Business/BeautyServicesAndTattooing)

### Links

For information regarding starting and operating a small business go to Council's **Small Business Gateway**.

[www.tweed.nsw.gov.au/BusinessGateway](http://www.tweed.nsw.gov.au/BusinessGateway)

### Council forms

[www.tweed.nsw.gov.au/Forms](http://www.tweed.nsw.gov.au/Forms)

### Public Health Act 2010

[www.legislation.nsw.gov.au/maintop/view/inforce/act%20127%202010%20cd%200%20N](http://www.legislation.nsw.gov.au/maintop/view/inforce/act%20127%202010%20cd%200%20N)

### Local Government (General) Regulation 2005 (Schedule 2, Parts 2 & 3)

[www.legislation.nsw.gov.au/fragview/inforce/subordleg%20487%202005%20sch.2%200%20N?tocnav=y](http://www.legislation.nsw.gov.au/fragview/inforce/subordleg%20487%202005%20sch.2%200%20N?tocnav=y)

## 11. Council contacts

### Customer service

For all environmental health, compliance, planning and general queries, call our customer service number between 8.30am - 4.30pm Monday – Friday on:

**(02) 6670 2400 or 1300 292 872**

Written enquiries will be provided with a response within 14 days and may be sent to:

**[tsc@tweed.nsw.gov.au](mailto:tsc@tweed.nsw.gov.au)**

### Council office locations

To speak with Environment Health, Planning or Building staff visit the Council Office between 8.30am - 4.15pm Monday - Friday located at the:

**Murwillumbah Civic and Cultural Centre  
Tumbulgum Road, Murwillumbah**

## 12. Appendix 1 Key definitions

**Clean zone**

A designated area where clean or sterilised items are kept.

**Coving**

A 45 degree angle surface forming part of a floor at its edge so as to eliminate the usual interior angle between a floor and a wall.

**Dirty or contaminated zone**

A designated area where dirty or contaminated items are kept.

**Epoxy**

A thermosetting resin used chiefly in strong adhesives and coatings and laminates.

**Operator**

An individual who personally provides personal appearance services.

**Skin Penetration Activities**

Beauty therapy, hairdressing or skin penetration that is provided as part of a business transaction.

**Polypropylene**

A plastic polymer of propylene used chiefly for moulded parts, electrical insulation, packaging etc

**Polyurethane**

Any of various resins, widely varying in flexibility, used in tough chemical-resistant coatings, adhesives, and foams.

**Polyvinyl Chloride (PVC)**

A common thermoplastic resin used in a wide variety of manufactured products, including rainwear, garden hoses and floor tiles.

**Potable Water**

Water able to be used for human consumption.

**Sharps**

Any object or device with rigid corners, edges or points designed and capable of cutting or penetrating the skin. This includes, but is not limited to needles, punches, jewellery and razors.

**Skirting**

The board running around a room on the wall next to the floor; baseboard.

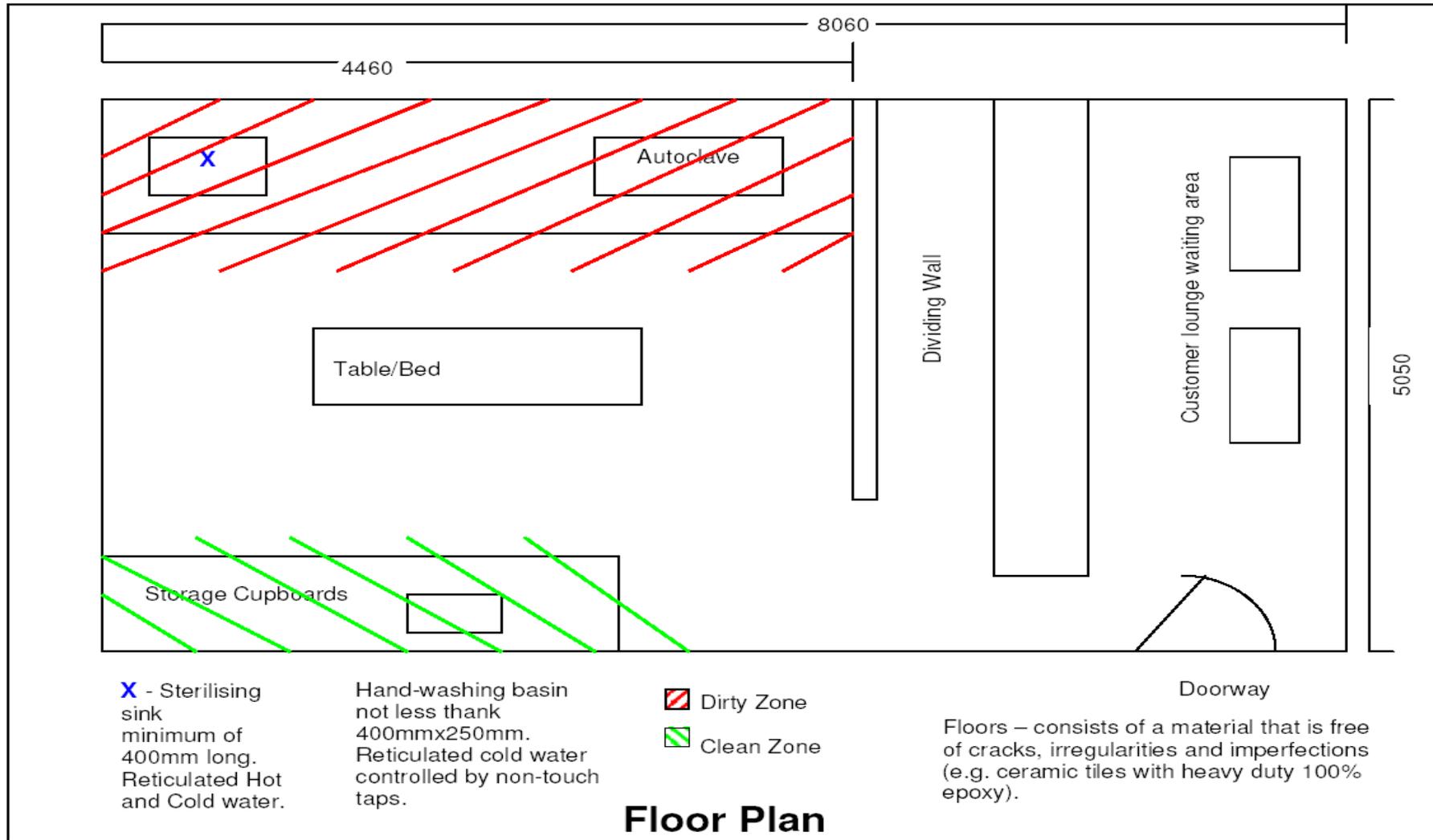
**Soil**

Dirt or debris which may protect or assist the growth of infectious agents - includes organic matter, blood and body substances.

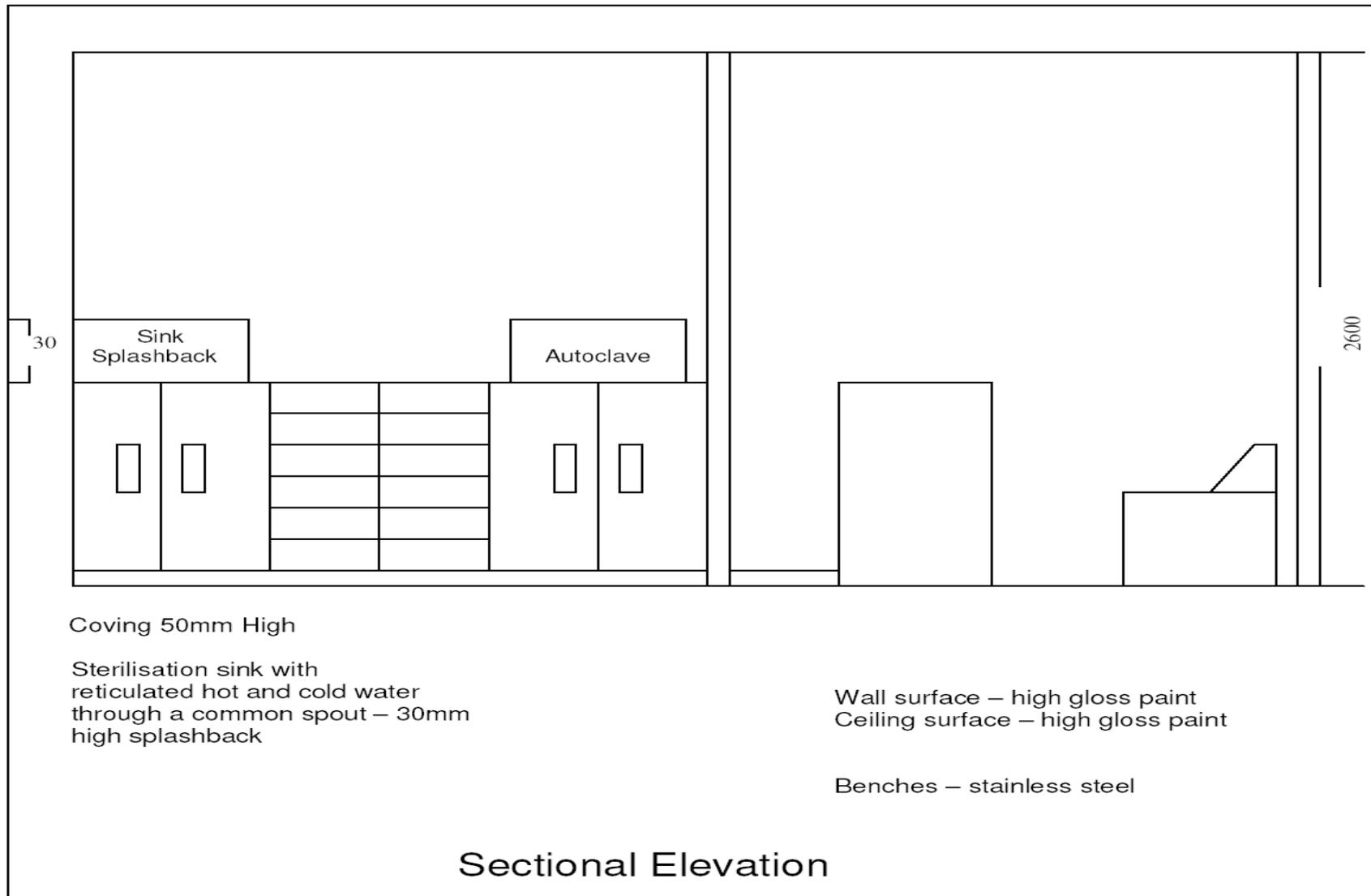
**Thermosetting**

A type of plastic that sets when heated and cannot be remoulded.

### 13. Appendix 2 Floor plan



## 14. Appendix 3 Sectional elevation plan





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