

## Glossary

<b>Acupuncture</b>	A procedure used in or adapted from Chinese medical practice in which specific body areas are pierced with fine needles for therapeutic purposes or to relieve pain or produce regional anaesthesia
<b>Antiseptic</b>	A substance that is applied to the skin or living tissue of a person to inhibit the growth of infectious agents
<b>Applicator</b>	A spatula or similar instrument for mixing or spreading lotions, pigments, potions or wax
<b>Beauty therapy</b>	Procedure intended to maintain, alter or enhance a person's appearance including facial or body treatments, application of cosmetics, manicure or pedicure, application of or mending artificial nails, and epilation (hair removal) by electrolysis or hot or cold wax.
<b>Body piercing</b>	Process of penetrating a person's skin or mucous membrane with a sharp instrument for the purpose of implanting jewellery or other foreign material through or into the skin or mucous membrane. The term, "body piercing", does not include closed ear and nose piercing procedures.
<b>Body substance</b>	Any secretion or fluid from the human body other than blood
<b>Building approval</b>	Approval of plans and subsequent structure
<b>Business proprietor</b>	A person conducting a business that provides personal appearance services
<b>Cleaning</b>	The removal of all foreign material (e.g. soil/organic material) from objects, and the reduction of infectious agents from surfaces - cleaning is normally done with water and detergents.
<b>Comply</b>	Premises, facilities, actions or behaviours required to be operating as per an issued licence.
<b>Conditions of licence</b>	Criteria a business must follow in order to comply with a licence.
<b>Closed ear and nose piercing</b>	A process of piercing a person's ear or nose with a closed piercing instrument that does not come into contact with the skin or mucous membrane, and is fitted with a sterilised, single disposable cartridge containing sterilised jewellery and fittings (i.e. stud and clasp).
<b>Detergent</b>	A substance that enhances the cleaning action of water or other liquid.
<b>Determination of the application</b>	Decision to grant or refuse a licence application
<b>Disinfect</b>	To reduce to safe levels the number of potentially infectious micro-organisms on an item or surface
<b>Disinfectant</b>	A substance that, when applied to inanimate surfaces or instruments, can kill or remove pathogenic micro-organisms.
<b>Electrolysis</b>	Destruction of living tissue, especially of hair roots, by means of an electric current applied with a needle-shaped electrode.
<b>Environmental health officers</b>	An environmental health officer (EHO) is a Council officer who is involved in licensing and auditing personal appearance services and other environmental health businesses.
<b>Existing premises</b>	Premises where a higher risk personal appearance service has an existing licence.
<b>Hairdressing</b>	A procedure intended to maintain, alter or enhance a person's appearance involving facial or scalp hair, including cutting, trimming, styling, colouring, treating or shaving the hair.
<b>Health service</b>	A service provided to an individual for the benefit of human health, including services stated in the <i>Health Quality and Complaints Commission Act 2006</i> , schedule 1, part 1 but excluding services stated in schedule 1, part 2 of that Act.
<b>Hepatitis B and C</b>	Forms of viral hepatitis that can result in acute and chronic hepatitis, cirrhosis of the liver or cancer of the liver - a vaccine is available for hepatitis B.

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<b>Higher risk personal appearance service</b>	A personal appearance service involving any of the following skin penetration procedures, in which the release of blood or other substance is an expected result: <ul style="list-style-type: none"> <li>• body piercing, other than closed ear or nose piercing</li> <li>• implanting natural or synthetic substances into a person's skin e.g. hair or beads</li> <li>• scarring or cutting a person's skin using a sharp instrument to make a permanent mark, pattern or design</li> <li>• tattooing (including cosmetic tattooing or semi-permanent makeup).</li> </ul>
<b>Human immuno-deficiency virus (HIV)</b>	The virus that causes AIDS (Acquired Immune Deficiency Syndrome). This virus attacks white blood cells that are a vital part of the body's immune system.
<b>Infection</b>	For the purpose of these guidelines, infection means the entry of infectious agents into the body or the introduction of parasites into and onto the body that may or may not result in disease.
<b>Infectious agent</b>	An organism (virus, rickettsia, bacteria, fungus, protozoan or helminth) that is capable of producing infection or infectious disease.
<b>Infectious disease</b>	The harmful result of infection by micro-organisms
<b>Infection control</b>	A way of minimising the risks of spreading infection
<b>Instruments</b>	Includes sharps, tools and other items used in providing personal appearance services
<b>Jewellery</b>	A decorative item (not a pigment or dye) placed in the body or under the skin or mucous membrane during or following skin penetration (includes the clasps or fittings)
<b>Legislative or agreed time frames</b>	Time frames for processing application within legislation
<b>Licence</b>	Approval to operate a business
<b>Licence renewal</b>	The extension of an existing higher risk personal appearance service licence for a specified period
<b>Licence search</b>	A request for information (including outstanding compliance notices) on a licensed higher risk personal appearance services premise.
<b>Non-higher risk personal appearance service</b>	Services, such as hairdressing, beauty therapy or a skin penetration procedure, that is not a higher risk personal appearance service (e.g. closed ear or nose piercing).
<b>Operator</b>	An individual who personally provides a personal appearance service to a client
<b>Permanent advertising devices</b>	Sign of a fixed structure on private or public land
<b>Pathogenic micro-organism</b>	An organism capable of causing a disease in a susceptible person
<b>Personal appearance service</b>	Beauty therapy, hairdressing or skin penetration procedure that is provided as part of a business transaction
<b>Sharps</b>	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.
<b>Site plan</b>	Plan of the site showing the higher risk personal appearance service location, waste storage, car parking, toilet facilities and adjacent land use
<b>Skin penetration</b>	A procedure to alter or enhance a person's appearance that involves piercing, cutting, scarring, scraping, puncturing, or tearing a person's skin or mucous membrane with an instrument

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<b>Soil</b>	Dirt or debris which may protect or assist the growth of infectious agents. Includes organic matter, blood and body substances.
<b>Sterile</b>	The absence of all infectious agents.
<b>Sterilise</b>	To make an item free of all living micro-organisms. In practice this involves a combination of cleaning (which removes many micro-organisms prior to sterilisation) and sterilisation (which reliably kills all remaining micro-organisms). Sterilisation processes need to be validated.
<b>Styptic substance</b>	A commercially available substance that helps to stop bleeding from small cuts or nicks (e.g. from shaving).
<b>Tattooing/cosmetic tattooing</b>	To penetrate the skin and insert into it colour pigments to make a permanent mark, pattern, design or colouration of the skin. Includes any process that penetrates the skin and inserts into it colour pigments to make a semi-permanent mark, pattern or design on the skin, e.g. cosmetic tattooing or semi-permanent make up.
<b>Tenancy fit out</b>	The internal layout of a premises.
<b>Town Planning Clearance</b>	Approval for a business activity under Council's relevant Local Environment Plan.
<b>Trade waste</b>	Trade Waste is waterborne waste produced by an industry, business, trade or manufacturing process – other than domestic sewage. Trade waste includes any waterborne waste that is transported away from where it is generated.
<b>Validate</b>	To demonstrate that a process is both reliable and repeatable. With sterilisation, this means that a steriliser's mechanical functioning is first shown to be correct and reliable, followed by a demonstration that intended sterilising conditions are being reliably achieved in packs/loads being sterilised, and that monitoring methods are being correctly interpreted.