



TRIM Reference: _____

APPLICATION FOR APPROVAL TO ESTABLISH A HAIRDRESSING BUSINESS

APPLICANT DETAILS

Applicant Name: _____

Residential Address: _____

Postal Address: _____ *if different to above*

Phone Number: _____ Mobile Number: _____

Email Address: _____

BUSINESS DETAILS

Premise Name: _____

Location: _____

Postal Address: _____ *if different to above*

Phone Number: _____ Mobile Number: _____

Email Address: _____

** Floor Plan – please provide a floor plan layout of your proposed premises with this notification, showing the location of fixtures such as hand basins and sinks and include details on the materials to be used in the premises for shelving and flooring.*

APPLICATION FEE

Application Fee: \$160.00

Application will NOT be approved until payment has been made.

OFFICE USE

Date Paid: _____

Receipt Number: _____

Account No: 07220803

Officer's Initials: _____



HAIRDRESSING COMPLIANCE

Establishing a Hairdressing Salon in the City can require compliance with several City Departments. In the first instance, you should contact the City of Greater Geraldton, as your application will involve:

1 – ENVIRONMENTAL HEALTH Liaise with Environmental Health Officer

The premise must comply with the **Hairdressing Establishment Regulations 1972**. Regulations may be view at:

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1535_home_page.html

2 – TOWN PLANNING Liaise with Town Planner

Please make preliminary contact with a Town Planner to ascertain whether you need to apply for any specific Town Planning approvals or meet any other requirements in relation to your application.

3 – BUILDING COMPLIANCE Liaise with Building Surveyor

Building Code of Australia

Please make preliminary contact with a City Building Surveyor to ascertain whether the level of shop fit out/alteration you are intending, requires a building permit and submission of plans.

Please Note: the above is a City process only and you need to make all the other necessary enquiries with any external agencies that may be pertinent to your skin penetration proposal.

DECLARATION

I, the person making this application, declare that the information contained in this application is true and correct in every particular way.

Signature: _____ Date: _____

Position in
Company: _____

In the case of a company, the signing officer must state position in the company.

HELPFUL INFORMATION

See <http://ww2.health.wa.gov.au/Health-for/Industry-trade-and-business/Personal-appearance>

The business of hairdressing is a trade that is regulated under the Health Act in Western Australia. The specific regulations that cover this trade are known as the Hairdressing Establishment Regulations 1972. Any reference to regulations made in this information sheet refers to these regulations and can be viewed by contacting the City.

ESTABLISHING A SALON

1. Hairdressing Salon structural requirement overview
 - a. All **shelves, benches and tables** on which you place instruments, tools and utensils are to be constructed of or finished with a durable, smooth, impervious material.
 - b. **Cupboards, cabinets, shelves** for the storage of clean towels, neck cloths, neck protectors, throwovers and similar articles, are to be made of durable smooth materials.
 - c. The salon will need **suitable receptacles**, constructed of smooth impervious material with tight fitting lids for;
 - i. Linen, towels and other cloths that have been soiled; and
 - ii. Hair, paper and other trade waste, and require labelling "soiled linen" or "waste" as the case may be.
 - d. The salon requires a **washbasin** for every three-work stations. Each basin to have a hot and cold water supply with sufficient flow. Hot water should achieve a minimum temperature of 38°C.
Taps – where the water is delivered direct from the tap to a person's head, a grohe or similar approved mixing valve is to be incorporated in the line.
 - e. If **refreshments** are offered to clients, these are to be prepared in a room completely separate from client hairdressing activities. Food (refreshments) must be kept separate from hairdressing products/chemicals.
 - f. The floor of a salon shall be finished with a smooth, impervious, washable surface in the working area.
2. Salon Management Health and Hygiene Responsibilities
 - Instruments and a System of Disinfection
 - a. The salon needs **instruments** simultaneously available for attending to clients and sufficient in reserve, undergoing **disinfection**.
Regulations specify as a minimum standard that;
 - i. Instruments (other than clippers) should be pre-cleaned by thorough washing in water with soap or detergent and they

- submerged in a disinfecting solution for 10 minutes. In the case of razors, 30 minutes.
- ii. Clippers shall be disinfected by applying a disinfecting solution to the clipper head with a disinfected brush.
 - iii. If you intend to use a disinfecting system in advance of the minimum requirements this needs to be discussed and approved by your local Environmental Health Officer.
- b. A 1-litre vessel, containing disinfecting solution is required at each workstation.
- c. Approved disinfecting solution
- Most salons use a proprietary brand of **disinfecting solution**. If you so, please take time to read the label to make use the active disinfecting agent complies with one of the below or if not, is a disinfecting solution that has been approved by the Director of Public Health:
- i. Ethyl alcohol 70% (v/v) minimum with or without any other disinfectant or antiseptic;
 - ii. Glutaraldehyde solution of 1% (v/v);
 - iii. Hypochlorite solution of 0.5% (v/v) that has been freshly made up on the day of its use; or
 - iv. Isopropyl Alcohol 70% (v/v).

It is important to read labels and follow dilution instructions and that when diluted as recommended, the diluted solution can achieve the above.

If unclear or the disinfectant in use does not appear to contain one of the above, contact your local Environmental Health Officer to ensure the solution is approved.

Other Health and Hygiene

- A sufficient daily support of clean laundered towels, neck cloths, neck protectors, throwovers and similar articles, are to be available on the premises.
- Soap, nailbrushes and towels provided for staff hand washing.
- Keep a styptic and other first aid material as may be required within the salon.
- Ensuring hairdresser undertake and observe their responsibilities.

An Environmental Health Officer will call on you routinely to ensure the regulations are being met in interest of health safety and arrange a routine inspection. Further health information is available from your Environmental Health Officer or browse the following website:

<http://ww2.health.wa.gov.au/Health-for/Industry-trade-and-business/Personal-appearance>

EXAMPLE OF HAIRDRESSING INSPECTION SHEET

| Indicate compliance by using ✓ or ✗ in "C" column. If non-compliance is serious, indicate by also inserting a ✗ in the "S" column. | | | | | | | |
|--|---|----------|----------|----------------------|--|----|--|
| DESIGN/CONSTRUCTION/CLEANINESS | | C | S | STANDARD PRECAUTIONS | | C | S |
| 1 | Floors, walls, ceilings, shelves (clean, smooth & impervious) | | | 15 | Hygiene practices (disposal of hair/waste as soon as practicable) | | |
| 2 | Shelves, cupboards and benches (clean, smooth and Impervious), sufficient space for appliances and linen | | | | | 16 | Hand washing practices (before and after each client) |
| 3 | Separate treatment area from rest of premises | | | 17 | Use of protective barriers (gloves, gowns, plastic aprons, masks, towel/neck protectors, neck brush) | | |
| 4 | Hand Wash Basin – hot/cold water and soap/paper towel | | | | | 18 | Sufficient number of appliances available so others may be disinfected |
| 5 | Sufficient washbasins (1 for every 3 workstations), hot and cold water supply, mixing valve | | | 19 | Separate storage of clean and dirty appliances | | |
| 6 | Sufficient receptacles, lidded and labelled | | | | | 20 | Separate storage of clean and soiled linen |
| 7 | Adequate lighting and ventilation | | | 21 | Disposable cape/apron used or capes/aprons are washed before and after each client | | |
| 8 | Adequate kitchen facilities – separate room | | | | | 22 | Liquid soap or shaving cream used for lather when shaving |
| 9 | Adequate laundry facilities – floor grated to drain waste, suitably discharging, hot water | | | 23 | No use of sponge, powder puff or substance in block form | | |
| 10 | Adequate sanitary facilities | | | | | 24 | Hairdressing room not being used for any other purposes |
| CLEANING/DISINFECTION PRECAUTIONS | | C | S | 25 | No smoking | | |
| 11 | Correct disinfection procedure for all appliances & clippers | | | | | 26 | Correct procedure to arrest bleeding |
| 12 | Disinfection of appliances (before and after each client) | | | 27 | Blood spill management in place; (i) Clean-up of blood/body fluid (ii) Clean-up of towels an equipment | | |
| 13 | 1 litre of disinfectant per work station | | | | | 28 | Infectious disease policy – employee and client |
| 14 | Disinfecting solution – type: (a) Ethyl Alcohol 70% (v/v) (b) Glutaraldehyde Solution of 1% (v/v) (c) Hypochlorite Solution of 0.5% (v/v) (d) Isopropyl Alcohol 70% (v/v) | | | 29 | Handling and disposal of sharps (if applicable) | | |
| | | | | | | 30 | Single use razor blades |

| # | WORK REQUIRED/COMMENTS | DUE DATE |
|---|------------------------|----------|
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