



GUIDELINES FOR ESTABLISHING A HAIRDRESSING SALON IN THE CITY OF GREATER GERALDTON

Compliance

Hairdresser Health Information

- What you need to know
- Establishing a Salon
 - Hairdressing Salon Structural Requirement Overview
 - Salon Management Health and Hygiene Responsibilities
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- Hairdresser Checklist

COMPLIANCE

Establishing a Hairdressing Salon in the City can require compliance with several City Departments. In the first instance, you should contact an Environmental Health Officer who will advise you on **Hairdressing Establishment Regulations 1972** and application process which will involve:

1 – ENVIRONMENTAL HEALTH Liaise with Environmental Health Officer

The salon must comply with the **Hairdressing Establishment Regulations 1972**. Regulations may be view in hard copy at the City offices during business hours or on online at www.health.wa.gov.au/envirohealth/bodyart/hairdressing.cfm

2 – TOWN PLANNING Liaise with Town Planner

Please make preliminary contact with a City 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.

HAIRDRESSER HEALTH INFORMATION

What a Salon Proprietor needs to know – General Information

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.

3. Hairdresser Health Responsibilities

It is strongly recommended that all hairdressers sign off a record of understanding of the below obligations which is retained by the salon proprietor.

A hairdresser shall;

- Ensure that any instrument used on a person shall be disinfected before being used on any other person in accordance with the method specified above.
- Not arrest bleeding by any means other than by a suitable styptic in powder or liquid form on sterile cotton wool.
- Immediately before attending to each client and immediately after visiting a toilet or urinal, wash their hands, and a nailbrush, soap and water.
- While attending to a client, wear a clean and properly fitting coat or overall of washable material, with no external pockets.
- Not use on any client, a towel, neckcloth, neck protector or washcloth, which has not been laundered since it, was last used. Any towel or neck protector made of paper or cotton wool shall be discarded immediately after use and not reused.
- Use a clean towel or other protective device about the neck of a client to prevent hair from falling inside the clothing and the other wrapping; or coverall shall be placed around the shoulders of the customers so as not to come in contact with the skin of the next, and shall be fastened with a safety pin or other device at the back.
- Use a dry neck brush where it is necessary to remove loose hair from around the neck.
- Not use any kind of soap other than liquid soap or shaving cream or shaving powder for the purpose of producing lather from shaving customers.
- Not apply any sponge, powder puff or substance in block form to a customer's skin.
- Not smoke while attending to a customer.

Where a hairdresser attends a customer who is suffering from any infectious or contagious rash or eruption of the face, they shall immediately thereafter immerse all instruments, towels and cloths used on that customer and the coat or overall worn by the hairdresser in a disinfecting solution for not less than 10 minutes.

For further information or assistance with the checklist, please contact the City and a local Environmental Health Officer will be available to discuss and assist you with health issues in relation to you salon.

An Environmental Health Officer will call on you routinely to ensure the regulations are being met in the interest of health safety.

Further health related information in relation to head lice, beauty therapy, skin penetration in relation to the beauty industry or similar, is available from you Environmental Health Officer or browse the following useful website www.health.wa.gov.au/envirohealth/bodyart/hairdressing.cfm

The checklist provides you with a formal record of check listing your legal health responsibilities for risk management purposes.

HAIRDRESSING CHECKLIST

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	STANDARE 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 & 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, towels/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 purpose		
CLEANING/DISINFECTION PRECAUTIONS		C	S	25	No smoking		
11	Correct disinfection procedure for all appliances and clippers			26	Cleaning and Maintenance schedule		
12	Disinfection of appliances (before and after each client)			27	Correct procedure to arrest bleeding		
13	1 litre of disinfectant per work station			28	Blood Spill Management in place: (i) Clean-up of blood/body fluid (ii) Clean-up of towels and equipment		
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	Infectious disease policy – employee and client		
				30	Handling and disposal of sharps (if applicable)		
				31	Single use razor blades		
#	WORK REQUIRED/COMMENTS						DUE DATE