

# Guide to Construction, Fit-Out and Operation of a Hairdressing Premises

## Application Requirements

Before the commencement of any development or the alteration or extension of any hairdressing premises, the following City of Kwinana Departments should be contacted and approval obtained.

### Planning Services

Planning Services will ascertain the suitability of your proposed business in your chosen location, with relation to the zoning and any other relevant planning details. The following should be submitted:

- (a) An application for use; or
- (b) An application for Home Business if the business is proposed to be operated from your home and not considered to be exempt.

Exemption from planning approval will apply if you meet the home occupation definition. Refer to the [Home Occupation and Home Business Information Sheet](#)

Please contact Planning Services on 9439 0474 or [planning@kwinana.wa.gov.au](mailto:planning@kwinana.wa.gov.au) to discuss your proposal.

### Building Services

If you are undertaking building works e.g. constructing a new premises or making structural or major changes to an existing premises, you may be required to submit a building permit application.

*“Building work means —*

- (a) the construction, erection, assembly or placement of a building or an incidental structure; or*
- (b) the renovation, alteration, extension, improvement or repair of a building or an incidental structure; or*
- or*
- (c) the assembly, reassembly or securing of a relocated building or a relocated incidental structure; or*
- (d) the changing of ground levels of land for the purposes of work of a kind mentioned in paragraph (a), (b) or (c) to an extent that could adversely affect land beyond its boundaries; or*
- (e) site work on any land for the purposes of, or required because of, work of a kind mentioned in:*
  - a. paragraph (a), (b), (c) or (d); or*
  - b. paragraph (a) or (b) of the definition of demolition work; or*
- (f) other prescribed work, but does not include work of a kind prescribed for the purposes of this definition as not being building work;”*

Please contact Building Services on 9439 0472 or [building@kwinana.wa.gov.au](mailto:building@kwinana.wa.gov.au) to discuss your proposal.

### Environmental Health Services

All new hairdressing establishments or alterations/ extensions to existing hairdressing establishments are required to be assessed and approved by Environmental Health Services

Please contact Environmental Health Services on 9439 0475 for further information.

## Environmental Health Legislations

The hairdressing premises is required to comply with the following legislation:

- Hairdressing Establishment Regulations 1972.  
[https://www.legislation.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_1535\\_homepage.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1535_homepage.html)

## Mobile Hairdressing

- (a) A hairdresser may perform hairdressing procedures in the private residence of a customer in a room which is not used for the storage, preparation or consumption of food.
- (b) Should store all clean, used equipment, linen and waste products separately whilst in transit

## Residential Home for Hairdressing

See alternative options for handwash basins and cleaning sinks.

## Structural / Design Requirements

### Hairdressing Procedures Area

- (a) All floors, floor coverings, walls, ceilings, shelves, and other furniture must be kept clean and in good repair at all times.
- (b) Surfaces that come into contact with a client's skin, must be smooth, impervious and in good repair.
- (c) At least one (1) hands free wash hand basin, supplied with hot and cold water through a single outlet, soap, and disposable paper hand towels must be available within the immediate work area or in the case of a home occupation, within an accessible location approximately 5m near the work area.
- (d) At least one (1) waste bin for trade waste must be available within the immediate work area.
- (e) There shall be sufficient space around each client to allow safe use of tools and equipment.

### Work Space / Preparation Area

This is the area where the preparation for the hairdressing procedures take place. It shall be separate from the hairdressing procedures area.

- (a) The workspace/preparation area shall have available at least one (1) for cleaning and decontaminating appliance. In the case of a home occupation, this can be a stainless steel sink the laundry area, provided that it is accessible at all times during the operation of the business.
- (b) The work shall have a cleaning area separate from the preparation area.

- (c) There should be sufficient space to accommodate the necessary equipment (e.g. dyes, pigments, solutions).
- (d) All appliances shall be positioned and stored safely to minimize the risk if an injury.
- (e) All work surfaces shall be smooth and impervious. All floors should be smooth, impervious and non-slip.

### **Walls, Floors, Ceilings**

- (a) Wall surfaces shall be smooth and impervious, durable, non-toxic and should be able to resist disinfectants, water steam and heat.
- (b) Floors should be durable, impervious, non-toxic, slip resistant and free from cracks and crevices in which dirt may be lodged.
- (c) Recommended materials include commercial sheet vinyl and ceramic tiles. If a floor waste is proposed or required, the floor shall be evenly graded to a floor waste outlet of 100mm minimum diameter, connected to an approved drainage system.
- (d) The ceiling should be resistant to corrosion, non-toxic, free from cracks, crevices and other defects.

### **Cupboards, Cabinets, Shelves or Similar Fittings**

- (a) Every shelf, bench and table on which instruments, tools and utensils are placed to be constructed of and finished with a durable, smooth, impervious material.
- (b) All cupboards, cabinets, shelves or similar, for the storage of clean towels, neck cloths, neck protectors, throw-overs and similar articles, to be constructed of durable, smooth materials.

### **Hair Wash Basins**

- (a) One (1) wash basin to be provided for every three (3) workstations.
- (b) Each wash basin is to be provided with a reticulated hot and cold water supply capable of delivering a flow of water of not less than 0.08 litres per second from each tap, with the hot water being delivered at a minimum temperature of 38 degrees Celsius.
- (c) Where the water is delivered direct from the tap to the head, a grohe or similar approved mixing valve is to be incorporated in the line.

### **Ventilation**

- (a) The premise must have natural or mechanical ventilation in accordance with the National Construction Code and AS1668. - The use of ventilation and air conditioning in buildings  
Mechanical ventilation in buildings.

## Lighting

- (a) Areas used for skin penetration procedures, work space and preparation areas shall be illuminated to a level that complies with Australian Standard, AS 1680.2, 'Interior Lighting – Recommendations for specific tasks and interiors'.

## Infection Control Procedures

### Hand Washing

- (a) Immediately before attending to each customer and immediately after visiting a water closet or urinal a hairdresser must wash his or her hands, using soap and water.
- (b) Hands or skin surfaces subject to high risk contact with blood or body substances shall be washed immediately or as soon as possible after contamination. Hands shall be washed with soap and water for a minimum of 10-15 seconds.
- (c) Hands shall be washed before and after using gloves.
- (d) Scrub brushes are not recommended for scrubbing hands as they may cause damage to the skin.
- (e) Cuts and abrasions on hands shall be covered with a water-resistant occlusive dressing which shall be changed as necessary or when the dressing becomes soiled.
- (f) Hands shall be dried thoroughly using disposable paper towels.
- (g) Operators with weeping cuts, abrasions or dermatitis shall not come into direct contact with clients.

### Personal Protective Clothing

- (a) While attending to a customer a hairdresser shall wear a clean and properly fitting coat or overall of washable material, with no external pockets.
- (b) Operator should wear clean clothing when attending clients and should change their clothing when they become contaminated.

### Management of Waste

- (a) A sufficient number of suitable receptacles, constructed of smooth impervious material with tight fitting lids to be used for soiled linen, soiled towels and other soiled cloths.
- (b) All waste shall be stored and disposed of in a manner that complies with the local government requirements, e.g. in general waste and recycling bins where waste is disposed at an approved facility.
- (c) All used sharps shall be placed in a designated puncture resistant container that complies with Australian Standard AS 4031, "Non reusable containers for the collection of sharp medical items used in health care areas".

- (d) Wastewater (floor mop waste water, trade waste or the like) is not be disposed of in the handwashing basin, hair washing sinks, designated cleaning/disinfecting sink, food preparation sink.
- (e) All sinks, drainage, waste points are to be plumbed into main sewer or an appropriately sized and approved wastewater treatment system by a licenced plumber.
- (f) For businesses situated in a shopping centre or complex of businesses, a bin storage area must be accessible during all times when the business is operating.

### **Linen**

- (a) Linen used in premises where hairdressing procedures are undertaken shall be stored to prevent contamination.
- (b) An adequate number of towels, neck protectors and neck brushes must be available.
- (c) A hairdresser shall not use on any person, a towel, neckcloth, neck protector or wash cloth which has not been laundered since it was last used on a customer.
- (d) Used, dirty or soiled linen shall be stored in a suitable receptacle.
- (e) A towel or neck protector made of paper or cotton wool, shall be discarded immediately after use.
- (f) Where laundering is carried out on the premises, the laundry must comply with the requirements of the local authority, but the laundry shall not consist of less than one washing machine, one 36 litre wash trough, one clothes dryer and adequate mechanical ventilation. The laundry floor shall be smooth, impervious and evenly graded to a floor waste.
- (g) Household laundering procedures are adequate for processing all soiled linen. Alternatively, linen may be sent to an independent commercial laundry.

### **Soap, Shaving Cream, Sponges and Powder Puffs**

- (a) Liquid soap, shaving cream or shaving powder are the only soap to be used for the purpose of producing lather for shaving customers.
- (b) A hairdresser shall not apply any sponge, powder puff or substance in block form to a customer's skin.

### **Infectious Skin Conditions of Customers**

- (a) Should a hairdresser attend to a customer who is suffering from any infectious or contagious disease, he or she shall immediately thereafter immerse all instruments, towels and cloths used on that customer in a disinfecting solution for not less than ten (10) minutes.

### **Infectious Hairdresser Not to Attend to Customers**

- (a) A hairdresser suffering from any infections or contagious disease shall not attend to any customer.

### **Smoking and Preparing Food**

- (a) Smoking and food preparation are prohibited in areas where hairdressing procedures are undertaken.
- (b) Any food preparation must be in a room completely separate from any other room and must comply with the Food Act 2008, Food Regulations 2009 and Food Standards Code.

# The Construction of a Hairdressing Premises

## Premises Not to be Used for Other Purposes

Any room in which hairdressing are conducted shall not be used for any other purpose. Any portion of the premises in which hairdressing practices are conducted shall be separated from the rest of the premises by a substantial wall or partition extending from the floor to the ceiling.

## Cleaning Appliances

- (a) Cleaning is adequate for non-critical appliances that come into contact with intact skin but not in contact with blood or body fluids.
- (b) Cleaning is essential for all appliances before disinfection or sterilization to remove all organic matter and other residue.
- (c) Agents for cleaning include detergents, proteolytic enzyme cleaning agents and ultrasonic cleaners.
- (d) Ultrasonic cleaners used to assist with the cleaning of jointed and serrated stainless steel appliances shall comply with Australian Standard AS 2773, 'Ultrasonic Cleaners for Hospital Use'. Ultrasonic cleaners are not suited for cannulated appliances or plastics. Appliances of dissimilar metals should not be cleaned together. Ultrasonic cleaners shall be used according to the manufacturer's recommendations.

## Disinfection Appliances and Tools of Trade

All appliances that may come into contact with blood, mucosa, or other body fluids shall be disinfected before use on a client. All reusable appliances used in procedures that may become contaminated with blood, mucosa or other body substances shall be cleaned and disinfected before being reused on another client.

Procedures for disinfecting of appliances are:

Clean and dry appliances or tools of trade;

- (a) If appliances can withstand heat and moisture and do not require sterilization, thermal disinfection is the simplest and most efficient method of disinfection. The minimum surface temperature, time relationship for disinfection is greater than or equal to eighty (80) degrees Celsius, minimum time of two (2) minutes; seventy five (75) degrees Celsius, minimum time of ten (10) minutes; or seventy (70) degrees Celsius, minimum time of fifteen (15) minutes;
- (b) Chemical disinfection should only be used when thermal disinfection is unsuitable.
- (c) An instrument other than clippers shall be disinfected if it is subjected to a thorough washing in cold water with soap or detergent and immersed in a disinfecting solution for ten minutes, and the case of razors, 30 minutes.
- (d) Clippers shall be disinfected by applying a disinfecting solution to the clipper head with a disinfected brush.

- (e) Where an instrument has been disinfected it shall be stored or packaged until use in such a manner as to protect it from contamination.
- (f) Any blood stained towel or article of washable material shall be immersed in a solution of household bleach in water to the ratio of 1 in 20 for a minimum of 30 minutes and then washed in the normal manner.

### **Sterilisation and Storage of Appliances and Tools of Trade**

Sterilisation means the complete destruction of all organisms including bacterial spores. All reusable appliances used in procedures involving contact with normally sterile areas of the body or contaminated with blood or body substances shall be cleaned and sterilized before being reused on another client. Appliances shall be sterilized by one of the following methods:

- (a) Steam Under Pressure (moist heat) sterilization – autoclaving
- (b) *Dry Heat sterilization (a dry air sterilizer that complies with AS 2487)*

### **Disinfecting Solution to be Provided / Disinfecting Solution**

- (a) A vessel containing at least one litre of disinfecting solution to be provided for each work station.

### **Instruments to be Provided**

- (a) Any instrument used on a person shall be disinfected before being used on any other person in accordance with the method specified above.
- (b) A sufficient number of instruments shall be provided to enable used instruments to be disinfected in accordance with the regulations.

### **Approved Disinfecting Solution**

The following solutions have been approved for disinfecting skin:

- (a) 70% - W/W isopropyl alcohol;
- (b) 80% - V/V ethyl alcohol;
- (c) 60% - V/V isopropyl alcohol;
- (d) Alcoholic (isopropyl and ethyl formulations of 0.5 – 4% W/V chlorhexidine); or
- (e) 10% W/V aqueous or alcoholic providine iodine (1% W/V available iodine).

### **Use by Dates**

Operators shall ensure that the use by date on disinfectants is current. Disinfectants shall not be used after the expiry date and shall be disposed of in a manner that complies with the local government requirements.



## **Safe Work Environments**

### **Duty of Care**

Employers have the responsibility to provide a safe work environment. The work place environment should have proper facilities and equipment arranged to minimize the potential for hazard. Further information about the employer duty of care may be obtained from Work Safe Western Australia.

### **Education and Training**

It is the responsibility of any person who performs hairdressing procedures, to ensure that they are familiar with infection control and safe working procedures.

Employers have a responsibility to provide adequate levels of staff training to ensure the maintenance of adequate infection control procedures and safe working practices.

### **Roles and Responsibilities of Operators**

- (a) To inform local government when establishing a business where hairdressing procedures will be carried out.
- (b) To comply with the Hairdressing Establishment Regulations 1972.
- (c) To meet with their duty of care to provide a safe and healthy work environment for employees.
- (d) To provide adequate levels of staff training in infection control and safe work practices.