

Notification Form for a Skin Penetration Premises



Health (Skin Penetration Procedure) Regulations 1998

This Form is to be used for the purposes of satisfying the requirements, under the *Health (Skin Penetration Procedure) Regulations 1998*, of a business to provide notification to the Local Authority. There are no fees required for providing notification.

Details of Business		
Name of Business:		
Address of Business:		
Postal Address (if different from above):		
Name of Contact Person:		
Business Phone:	Mobile:	Fax:
Email:		
ABN/ACN (if applicable):		
Maximum number of staff at any one time (including yourself):		
Nature of Business (please tick all that apply)		
<input type="checkbox"/> Acupuncture		
<input type="checkbox"/> Waxing		
<input type="checkbox"/> Manicure		
<input type="checkbox"/> Pedicure		
<input type="checkbox"/> Acrylic or gel filled nails		
<input type="checkbox"/> Electrolysis		
<input type="checkbox"/> Tweezing		
<input type="checkbox"/> Ear piercing		
<input type="checkbox"/> Body piercing (including branding, scaring etc)		
<input type="checkbox"/> Tattooing		
<input type="checkbox"/> Permanent makeup		
<input type="checkbox"/> Other (please specify) _____		

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.

Lodging your Notification:

In Person: City of Swan Administration Centre, 2 Midland Square, Midland
By Mail: PO Box 196, Midland WA 6936
By Email: swan@swan.wa.gov.au
By Fax: 9267 9444

Applicants Signature: _____ Date: _____

Please print full name: _____

Design requirements for a skin penetration establishment

Design requirements:

- Floors, floor coverings, walls, ceilings, shelves, fittings and other furniture in this area must be made from materials suitable for the procedures undertaken here. These must be kept clean and in good repair.
- All surfaces that come into direct contact with client's skin is smooth, impervious and in good repair. For example, client chairs or beds must be made of a material that can be easily cleaned after each use.
- A hand basin with a hot and cold water supply, soap and paper towels provided in the immediate area where the skin penetration procedures are undertaken. The hand basin should be easily accessible to allow the person performing the procedure to wash their hands thoroughly before and after.

It is recommended that liquid soap from a pump dispenser be used for hand washing.

- For new premises or those undergoing refurbishment it is mandatory to install a hands-free basin. The basin must be supplied with hot and cold water supply through a single outlet. A hands-free basin is one which can be operated without use of hands. The Code advises that hands-free basins should be knee- or elbow-operated.

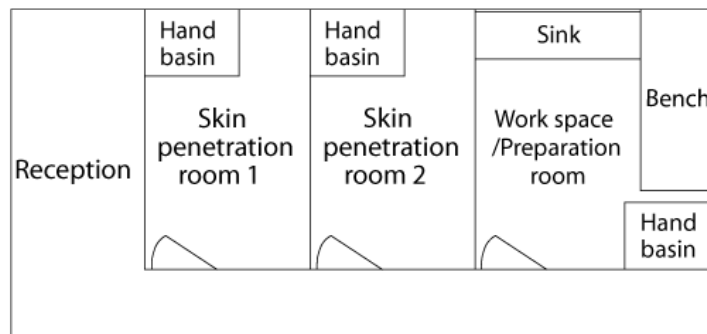
Work space and preparation area:

The work space is where appliances are stored, for example an autoclave. The preparation area is where appliances are prepared before use.

Design requirements:

- The work space and preparation areas must be separated from the client treatment area.
- This area must have at least 2 designated sinks; one for hand washing and another for cleaning and decontaminating equipment.
- All sinks must be made of suitable materials, such as stainless steel.
- All work surfaces should be smooth and impervious, and all floors must be smooth, impervious and non-slip.
- There should be sufficient bench space to accommodate equipment.

Example layout



Further Information:

Additional information, including fact sheets, guidelines and a copy of the Code of Practice may be found at Department of Health – www.public.health.wa.gov.au

Copies of the *Health (Skin Penetration Procedure) Regulations 1998* may be obtained from the State Law Publisher at www.slp.wa.gov.au

Should you have any queries regarding any of the above, please do not hesitate to contact the City of Swan's Health Services on 9267 9153.