

Skin Penetration Inspection

Date: / / (dd/mm/yyyy)

Start time: / (24hr time format)

INSPECTION TYPE:

Primary Reinspection Complaint

INSPECTION TYPE:

Tattooing	Colonic lavage	Cosmetic tattooing
Body piercing	Waxing	Dry needling
Microdermabrasion	Electrolysis	Manicures & pedicures
Other (specify) _____		

PREMISES DETAILS:

Trading name: _____

Street address: _____

Notified to local government authority? Yes No

Council Registration/ID for skin penetration premises/activity: _____

CONTACT DETAILS:

Business owner name/s: _____

Street address: _____

Postal address: _____

Phone: _____

Email: _____

ABN/ACN: _____

 INDICATE THE FOLLOWING: **COMPLIANCE**, **NON-COMPLIANCE**, **NOT OBSERVED** or **NOT APPLICABLE**
COMPLIANCE WITH PUBLIC HEALTH REQUIREMENTS:
GENERAL:

1. Current business details are registered with Council (PHR section 43)
2. Premises is in a clean and hygienic condition (PHR section 34(1)(a))
3. Shelves, fixtures, fittings and surfaces are finished with a material that is durable, smooth, impervious and capable of being easily cleaned (LGGR Schedule 2)
4. Equipment is clean, dry and in good working order and stored in a clean, dry condition (PHR section 34(2))
5. Adequate lighting and ventilation (LGGR Schedule 2)
6. Separate storage spaces for clean and dirty equipment, chemicals and personal belongings
7. Hand basin at the premises:
 - Has clean, warm, potable water (PHR Section 34(1)(c))
 - Has liquid soap and an alcohol-based cleaner (PHR Section 34(1)(e))
 - Has single use towels or a working automatic hand dryer (PHR Section 34(1)(e))
 - Is not obstructed/not used for storage (PHR Section 34(1)(c))
8. Premises has a dedicated sink for cleaning equipment and is only used for cleaning equipment (PHR Section 34(1)(d))
9. Waste disposal bin provided (PHR Section 34(1)(b))
10. Appropriate sharps container provided (If procedures involve use of sharps) (PHR Section 36(1))

HYGIENE:

11. Treatment areas are cleaned between each client
12. Staff wash hands before and after touch client, conducting procedure, exposure to bodily substance, after removal of gloves
13. Single use gloves, are used and disposed immediately after procedure (PHR Section 39(1))
14. Hospital grade disinfectant is used
15. All creams and liquids decanted into single use containers or single use applicator (PHR Section 40(1))
16. Reusable equipment not used for skin penetration is cleaned between clients (PHR Section 38(6))
17. Single use disposable articles are disposed of immediately after use (PHR Section 38(3))

WAXING:

18. Wax and waxing implements disposed of after each procedure (no double dipping) (PHR Section 41)
19. Wax rollers are only used on one client then disposed of (PHR Section 41)

BEAUTY TREATMENTS:

20. Reusable skin penetration articles are sterile before use (e.g., cuticle cutters, microdermabrasion heads, derma rollers, etc.) (PHR Section 37)
21. Foot spas drained, cleaned, disinfected and dried after each use
22. Filter screen removed and disinfected daily
23. Foot spa soaked in disinfectant overnight at least weekly

PIERCING:

24. All needles are sterile and single use and disposed of into appropriate sharps container (PHR Section 36 and 38)
25. Piercing gun used for designated purpose only and cleaned and disinfected before each use (PHR Section 38(6))

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INDICATE THE FOLLOWING: **COMPLIANCE, NON-COMPLIANCE, NOT OBSERVED** or **NOT APPLICABLE**

COMPLIANCE WITH PUBLIC HEALTH REQUIREMENTS (CONT):

TATTOOING (INCLUDING COSMETIC TATTOOING):

26. Adequate supply sterile disposal of needles (PHR Section 36(2))
27. All needles are sterile, single use and disposed of into appropriate sharps container (PHR Section 36 and 38)
28. Inks and pigments decanted into single use containers for procedure (no reuse of decanted liquids) (PHR Section 40)
29. Sterile parts of the tattoo gun that will penetrate the skin not handled

COLONIC LAVAGE:

30. A toilet is provided for the use of clients that is: (PHR Section 35)
- For closed system – in close proximity to the treatment room
 - For open system – in the immediate vicinity of the treatment room
31. Speculum and catheter sterile before use linked to (PHR Section 38(5))
32. Tubing and other difficult to clean and sterilise equipment is single use (PHR Section 37 and 38)
33. Certified backflow prevention device installed
34. A clean gown made of impermeable material is worn during the colonic lavage procedure Section (PHR Section 39(3))

STERILISATION:

35. Reusable skin penetration equipment is sterilised in accordance with AS/NZS 4815:2006 (PHR Section 37)
36. All articles that penetrate the skin or have the potential to penetrate the skin are sterilised (PHR Section 38(5))
37. Reprocessing area is appropriately designed to minimise the risk of contamination
38. Dirty equipment is dismantled, cleaned and dried prior to sterilisation
39. Steam bench top autoclave used on site or instruments sent off site for sterilisation (PHR Section 37)
40. Equipment is packaged and labelled prior to loading in the autoclave (PHR Section 37 & AS/NZS 4815:2006 Section 3)
41. Autoclave is loaded so that steam can penetrate all areas of the equipment (no packages touching/overlapping) (PHR Section 37 & AS/NZS 4815:2006 Section 5)
42. Records for the sterilisation process kept for a period of 12 months and detail the time and date of sterilisation, temperature, pressure levels and how long instruments were sterilised (PHR Section 37(3))
43. Sterilisation records kept for 12 months for all instruments sterilised off site, records must include: date article was sent offsite and the name and address of the person sterilising the article (PHR Section 37(4))
44. Sterilised articles reprocessed if packaging damaged or contents still wet (PHR Section 37 & AS/NZS 4815:2006 Section 6.1.1(e))
45. At least one person present at the time the autoclave is being used who is adequately trained in the operation of the autoclave (PHR Section 37(2))

Acronyms: PHR - Public Health Regulation 2022; LGGR - Local Government (General) Regulation 2021; AS/NZS - Australian and New Zealand Standard.

COMMENTS/DIRECTIONS:

INSPECTION OUTCOME:

INSPECTION RESULT:

Satisfactory

Not satisfactory

OFFICER DETAILS:

Name: _____

Title: _____

Signature: _____ [Print and Sign](#)

Organisation: _____

Date: / / (dd/mm/yyyy) End time: / (24hr time format)

Phone: _____

Email: _____

PERSON SPOKEN TO ONSITE:

Name: _____

Title: _____

Signature: _____

Date: / / (dd/mm/yyyy)

Phone: _____ [Print and Sign](#)

Email: _____