

# Proposed Health and Hygiene Bylaw

## 1. Introduction

The Invercargill City Council has developed its proposed Health and Hygiene Bylaw. The purpose of the Bylaw put in place procedures to monitor skin piercing procedures in order to minimise the risk of infection and disease transmission. The Bylaw establishes a registration and monitoring process for businesses involved in skin piercing and related activities.

## 2. Proposed Health and Hygiene Bylaw (attached)

The proposed Health and Hygiene Bylaw is attached. You can submit or comment on the Bylaw as a whole or any individual area.

## 3. Place for Inspection and Obtaining Copies

The Proposed Health and Hygiene Bylaw may be inspected at the Help Desk of the Invercargill City Council, 101 Esk Street, Invercargill, at the Bluff Service Centre, and at the Invercargill Public Library.

The Proposed Health and Hygiene Bylaw may also be found on the Invercargill City Council website [www.icc.govt.nz](http://www.icc.govt.nz).

## 4. Submission Period

Submissions are invited on the Statement of Proposal. Submissions must be received by Council no later than **5.00 pm on 27 April 2018**.

Submissions must:

1. Be in letter form, clearly showing the submitter's name, address and contact phone number.
2. Be addressed to the undersigned and clearly labelled SUBMISSION – Health and Hygiene Bylaw.
3. Indicate whether the submitter wishes to be heard by the Council in support of his/her submission. The Hearing will take place at Council's Regulatory Services Committee Meeting on 22 May 2018. (Note – the substance of the submission should be in writing. Verbal presentations should be restricted to around five minutes.)
4. Be received by 5.00 pm on Friday 27 April 2018.

Submissions can be:

Posted to: Invercargill City Council  
**Submission – Proposed Health and Hygiene Bylaw**  
Private Bag 90104  
INVERCARGILL 9840

Delivered to: Help Desk, Invercargill City Council, 101 Esk Street, Invercargill

Faxed to: 03 211 1433

E-mailed to: [policy@icc.govt.nz](mailto:policy@icc.govt.nz)



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# Health and Hygiene Bylaw

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**DRAFT**

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Invercargill City Council  
2018

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## **1.0 GENERAL PROVISIONS**

A Bylaw of the Invercargill City Council made in accordance with powers contained in the Health Act 1956 and the Local Government Act 2002.

### **1.1 SHORT TITLE**

The short title of the bylaw shall be the Health and Hygiene Bylaw (year adopted by Council).

### **1.2 COMMENCEMENT**

The Bylaw shall commence on (date approved by Council).

### **1.3 PURPOSE**

To prevent the transfer of communicable diseases than can occur as a result of activities undertaken by various industries listed in the Bylaw such as Hepatitis B and C, HIV/AIDS, bacterial skin infections and skin cancers.

The Bylaw requires that any person undertaking acupuncture, body piercing, electrolysis, tattooing, traditional tattooing, manicure or pedicures, makeup application, hair removal (waxing, tweezing or threading), sun-beds or laser treatment shall be registered and conduct the activity in compliance with its requirements.

### **1.4 EXEMPTIONS**

1.4.1 The Bylaw does not apply to the following:

1.4.1.1 Any commercial service undertaken by health practitioners covered by the Health Practitioners Competence Assurance Act 2003 in the practice of their profession;

1.4.1.2 Acupuncture undertaken by members of the New Zealand Register of Acupuncturists or members of the New Zealand Acupuncture Standards Authority;

1.4.1.3 Traditional ta moko undertaken by artists on, or under the authority of, a marae in the Invercargill City District area under tikanga-maori; or

1.4.1.4 Commercial ear piercing services undertaken in a pharmacy licenced by the Ministry of Health.

### **1.5 ENFORCEMENT, OFFENCES AND PENALTIES**

1.5.1 The Council may use its powers under the Local Government Act 2002 and Health Act 1956 when enforcing the Bylaw.

1.5.2 An Environmental Health Officer may undertake inspections, take or remove a sample or other object for analysis if required, for the purpose of determining whether or not the Bylaw is being complied with.

1.5.3 A person who breaches the Bylaw conditions is liable to a penalty under the Local Government Act 2002 and the Health Act 1956.

## **2.0 INTERPRETATION**

**ACUPUNCTURE** is the practice involving the insertion of needles through the skin and tissues for the intended purpose of alleviating ailments or injuries.

**ENVIRONMENTAL HEALTH OFFICER** is a health professional with powers under legislation to investigate premises for compliance with bylaws and legislation.

**BODY PIERCING** is the practice of piercing the skin for decorative purposes, inserting jewellery or implants to alter the appearance of the skin.

**COMMERCIAL SERVICE** is the service provided by one or more people for another person in exchange for money or any other consideration.

**COUNCIL** is the Invercargill City Council.

**CLIENT or CUSTOMER** is a person on who has received, is receiving or is about to receive a service.

**ELECTROLYSIS** is a practice involving the insertion of a sterilised needle into individual hair follicles. An electric impulse is passed through the needle to the root area to aid in the removal of hair.

**HAIR REMOVAL** is the removal of hair by any means.

**HEALTH PRACTITIONER** is a person who is, or is deemed to be, registered under the Health Practitioners Competence Assurance Act 2003 as a practitioner of a particular health profession.

**MANICURE and PEDICURE** is the beautification or enhancement of the hands, fingernails, feet and toenails. It involves the shaping and polishing of nails, nail extensions such as gel, shellac and artificial acrylic nails, and exfoliation of skin or tissue from the feet.

**OPERATOR** is the person undertaking the operation in an industry on a person.

**OWNER** is the person who owns a business which involves on of the activities listed in the Health and Hygiene Bylaw, or alternatively the holder of the Certificate of Registration.

**PREMISES** are the physical location of the business, including mobile business "premises". It does not include a client's dwelling or premises.

**SUN-BED** is an electrically-powered device designed to produce tanning of the human skin by the emission of ultra-violet radiation.

**TATTOOING** is a process by which indelible marks are made in human skin or tissue by inserting pigments or dyes into punctures. Tattooing also includes the process known as pigment implantation or permanent makeup.

**THREADING** is the lifting of hair out from the follicle by entwined thread.

**TRADITIONAL TATTOOING** is the practice of making indelible marks in the human skin or tissue by inserting pigments or dyes into punctures made in the skin or tissue using culturally traditional tools. Examples are, ta moko, Tatau, uhi or any other traditional tattooing practice that has recognised cultural significance.

**TWEEZING** is the grasping of hairs and pulling them out of the skin.

**WAXING** is the pulling of hair from the skin using soft wax, hot wax or glucose.

## **3.0 REGISTRATION AND LICENSING**

3.1 No person shall operate in an industry detailed in this Bylaw unless they hold a current Certificate of Registration.

3.2 No person shall operate under an expired Certificate of Registration.

3.3 The Certificate of Registration shall be prominently displayed at the principal entrance to the premises to which the certificate relates.

3.4 The operator shall comply with the conditions of the Certificate of Registration and the requirements of the Bylaw, unless a written exemption is obtained.

3.5 Applications for a Certificate of Registration shall be made by the owner, operator on the prescribed form.

3.6 A Certificate of Registration is effective from the date of issue, up to and including the date of expiry.

3.7 Registration fees (as set by the Council annually through its Annual Plan or Long-Term Plan process) shall be payable on application and renewed

thereafter on an annual basis, in accordance with the Bylaw for a term of no more than one year.

#### **4.0 GENERAL CONDITIONS OF OPERATION**

- 4.1 In industries where qualifications are available the operators shall work under the direct supervision of a suitably qualified person and be working towards obtaining a recognised qualification if a recognised qualification has not been obtained.
- 4.2 The operators shall not carry out any service on a person they suspect is under the influence of alcohol, drugs or mind-altering substances, except when they are prescribed for a medical condition.
- 4.3 The operator shall keep clothing, hands, and fingernails clean, and shall cover any infected, damaged or inflamed skin with an impermeable dressing.
- 4.4 The operator shall thoroughly clean hands with soap or an anti-bacterial agent and use an effective sterile barrier to operate taps to maintain cleanliness. This must occur before and after each service, and immediately after using the toilet, using any handkerchief or tissue, or smoking.
- 4.5 The operator shall wear disposable gloves for the following, as a minimum requirement:
  - 4.5.1 If the customer is bleeding
  - 4.5.2 If the customer has open lesions or is known to have a contagious disease
  - 4.5.3 If the operator has cuts or wounds on their hands, or has a skin infection, or lesion
  - 4.5.4 If the operator is handling blood-soiled items, bodily fluids, excretions, and secretions, as well as surfaces, materials and objects exposed to them
- 4.6 The operator shall put procedures in place for dealing with customers and staff if accidental exposure to another customer's blood or bodily fluid occurs.
- 4.7 The operator shall put procedures in place to deal with incidents where prolonged or unexpected bleeding occurs. The procedures shall be written down and remain in view of the operators at all times. Operators must be trained to comply with the procedure, copy of which is to be made available when requested by an Environmental Health Officer.
- 4.8 The operator shall record incidents where exposure to another customers blood or bodily fluid occurs, including the name and address (es) of those exposed and steps undertaken to respond to the incident. The records shall be kept by the owner for a minimum period of two years and made available when requested by an Environmental Health Officer.
- 4.10 Towels, linen, cloths, pillows or any other protective garment or covers shall be kept clean and tidy, and washed and laundered after every service.
- 4.11 Permanent covers over mattresses, squabs and cushions must be maintained in good repair and cleaned when necessary.
- 4.12 Creams and/ or lotions shall be dispensed from a container with a disposable applicator.
- 4.13 Sprays shall be dispensed from a purpose-specific pump where possible.
- 4.14 All chemicals shall be clearly labelled for identification and bottles shall not be reused other than with the original product.
- 4.15 Any chemicals stored onsite not for immediate use shall be stored safely, for example in a cupboard away from service areas.
- 4.16 Linen and other supplies shall be stored in a clean, dust-proof area until needed for use.
- 4.17 Dirty, or soiled linen and other supplies shall be stored in a closed or covered container away from the service areas until laundered.

- 4.18 Dust proof spaces shall be provided for the storage of sterile dressings, sterile instruments and all sterile articles, including jewellery.
- 4.19 Any sharps containers or bio-hazard waste bins shall be dry and puncture-proof and comply with AS/NZS 4031: 1992. Operators shall demonstrate that they have made appropriate arrangements to dispose of any sharps and bio hazard wastes.
- 4.20 No animals, except for registered disability assist dogs, shall be permitted on the premises.
- 4.21 No person working in the industry listed in Section 1.3 of the Bylaw shall carry out any operation on any person under the age of 16 years without proof of age and the written permission of that person's parent or legal guardian.

## **5.0 RECORDS**

- 5.1 The owner shall keep appropriate records relating to each client.
- 5.2 The records shall contain the following in written or typed form:
  - 5.2.1 Client's name, address and contact details
  - 5.2.2 Client's date of birth
  - 5.2.3 Acknowledgement by the client of any potential risk associated with the treatment or process undertaken
  - 5.2.4 Client's health information such as:
    - 5.2.4.1 Any medication that may affect the treatment or procedure
    - 5.2.4.2 Any known blood or bleeding disorder or blood thinning medication taken
    - 5.2.4.3 Any medical history or known allergies or adverse reactions
    - 5.2.4.4 Any medical history in relation to communicable or infectious diseases
- 5.3 The operator shall hold client records regarding such information on site and ensure that information is updated after every client visit.
  - 5.3.1 Such records shall be made available to accessible to an Environmental Health Officer on request.
- 5.4 The operators shall provide documented evidence of the regular servicing of all equipment used for sterilisation such as an autoclave, UV cabinet or glass bead steriliser.
  - 5.4.1 Such records shall be kept for a minimum of 12 months (including when the owner ceases business before the 12 month period expires).
  - 5.4.2 Such records shall be made available to and Environmental Health Officer on request.
- 5.5 The operator must also hold a record of medical waste disposal.
  - 5.5.1 Such records shall be kept for a minimum of 12 months (including when the owner ceases business before the 12 month period expires).
  - 5.5.2 Such records must be made available to an Environmental Health Officer on request.

## **6.0 ACUPUNCTURE**

- 6.1 Premises shall be kept clean and hygienic.
- 6.2 Instruments shall be single-use and disposable, or be readily sterilised.
  - 6.2.1 Needles shall be removed from the packaging by the handle of the needle.
- 6.3 The operators shall keep surfaces sanitary and wear gloves and protective equipment if required.
- 6.4 Needles shall not to be entered into open wounds.
- 6.5 Needles shall be inserted quickly into the skin.

## **7.0 BODY PIERCING**

- 7.1. Premises shall be kept clean and hygienic.

- 7.2 Instruments shall be single-use and disposable, or be readily sterilised.
- 7.3 When an instrument is sterilised it shall be kept in such a manner as to maintain its sterility.
- 7.4 No operator shall use any instrument – including ear or body studs or keepers, or similar jewellery – in connection with carrying out a service unless immediately prior to its use, it has been sterilised, or kept in a manner which maintains its sterility.
- 7.5 All body piercing jewellery for primary piercing shall be made of high quality 14 carat or 18 carat yellow or white gold, surgical grade stainless steel (316L or LVM), titanium, niobium, platinum or inert plastics.
- 7.6 Jewellery that has been damaged or scratched shall not to be used.
- 7.7 The operator shall ensure that no jewellery thinner than 14 gauge is used below the neck.
- 7.8 The operator shall be familiar with 'Guidelines to Safe Piercing of Skin' published by the Ministry of Health.

## **8.0 ELECTROLYSIS OR LASER TREATMENT**

- 8.1 Premises shall be kept clean and hygienic.
- 8.2 Instruments are to be single-use and disposable, or be readily sterilised.
- 8.3 The operator is to keep all surfaces sanitary, and wear gloves and protective equipment when required. Protective eyewear shall be provided for the customer when required.
- 8.4 The operator shall have the knowledge and skills necessary to provide the treatment such as:
  - 8.4.1 National Certificate (or equivalent) in Electrology for Electrolysis
  - 8.4.2 Commercial industry experience of five consecutive years or more, and evidence of professional development in the commercial service.
- 8.5 The operator shall ensure that records of maintenance and calibration of electrolysis equipment are kept for two years and the records shall be available to an Environmental Health Officer on request.
- 8.6 The operator shall obtain written medical consent to undertake electrolysis:
  - 8.6.1 For the removal of hair from moles or the inside of ears or nostrils; and
  - 8.6.2 On any customer who uses a hearing aid, or who has metal plates or pacemakers inserted in their body.

## **9.0 TATTOOING**

- 9.1 Premises shall be kept clean and hygienic.
- 9.2 Instruments shall be single-use and disposable, or be readily sterilised.
  - 9.2.1 This includes the sterilisation of needles, needle bars, tubes and tube tips. A new sterilised needle set shall be used for each new customer.
  - 9.2.2 Single-use disposable items shall not be re-used for any reason. Tattoo needles are not reusable under any circumstances.
  - 9.2.3 Needles, razors and other sharps shall be disposed of in sharps containers immediately after use.
- 9.3 The operator shall keep all surfaces sanitary, and wear gloves and protective equipment where required.
- 9.4 The area surrounding the skin to be tattooed shall be draped with a single-use disposable paper product, or with clean linen.
- 9.5 Ointments, lotions, lubricating gel and other products shall be disposed of carefully to avoid any contamination.
- 9.6 The operator shall ensure that they use only dye, pigment or solution that has been decanted into a clean, sterilised container. The container shall hold only enough liquid needed for the single customer.
- 9.7 The operator shall use only pre-purchased ink specifically manufactured for tattooing purposes.



- 9.8 The operator shall ensure that when the tattoo is completed any decanted dye, pigment or solution residue remaining must not be used in connection with another tattooing of any other customer. It must be disposed of, and the container discarded by an approved bio-hazard waste collection service.
- 9.9 Any piece of furniture or linen that comes into contact with blood or body fluids must be sanitised to avoid contamination.
- 9.10 Instruments such as tattoo machines and associated clip cords are to be covered with an effective sterile barrier such as a single-use disposable plastic bag or liner, which shall be discarded after each use to limit contamination.
- 9.11 The operator shall be familiar with the Environmental Protection Agency's "Tattoo and Permanent Makeup Substances Group Standard" to manage chemical risks associated with tattoo and permanent makeup substances.

## **10.0 TRADITIONAL TATTOOING**

- 10.1 Premises shall be kept clean and hygienic.
- 10.2 Instruments shall be single-use and disposable, or be readily sterilised.
- 10.3 The operator shall keep all surfaces sanitary, and wear gloves and protective equipment where required.
- 10.4 The operator shall clean, disinfect, and sterilise traditional tools both before and immediately after any tattooing process.
  - 10.4.1 It is recommended that if possible, the operator soaks tools and scrubbing implements for at least twenty minutes in Perasafe solution (or equivalent) mixed in accordance with the manufacturer's instructions.
- 10.5 If possible, the operator shall should clean tools and scrub implements in an ultra-sonic cleaner in accordance with the manufacturer's instructions. Tools should air dry for at least 45 minutes before reuse to protect them from contaminants and keep tools in such a manner to maintain sterility.
- 10.4 The operator shall be familiar with the Environmental Protection Agency's "Tattoo and Permanent Makeup Substances Group Standard" to enable them to manage chemical risks associated with tattoo and permanent makeup substances.

## **11.0 MANICURE/PEDICURE**

- 11.1 Premises shall be kept clean and hygienic.
- 11.2 Instruments shall be single-use and disposable, or be readily sterilised.
  - 11.2.1 Single-use disposable instruments shall be immediately disposed of after use.
- 11.3 The operators shall are to keep all surfaces sanitary, and wear gloves and protective equipment where required.
- 11.4 The operator shall the knowledge and skills necessary to provide manicure/pedicure services. This can be achieved through the following:
  - 11.4.1 National Certificate (or international equivalent) in Beautician or Nail Technology; or
  - 11.4.2 Commercial industry experience of five consecutive years or more, and evidence of professional development in the commercial service; or
  - 11.4.3 Evidence of training with verified nail services training providers.
- 11.5 The operator shall not undertake a manicure or pedicure if there exposed cuts or abrasions on the customer's hands and feet.
- 11.6 The operator shall, before each manicure or pedicure, cleanse the customer's skin by swabbing with an antiseptic using a clean, single-use swab.
- 11.7 The operator shall be constantly aware of the heat created when using an electric nail file on a natural nail plate, as opposed to acrylic or shellac nails.

- 11.8 The operator shall ensure that the pedicure chair, basins and pipes are disinfected in between customers.
- 11.9 Chemicals and products shall be stored in containers with air tight lids.
- 11.10 The operator shall ensure that absorbent waste products (such as tissues and paper towels) are disposed of in a sealed container
- 11.11 All parts of the premises shall be adequately ventilated to the requirements of the New Zealand Building Code.

## **12.0 HAIR REMOVAL**

- 12.1 Premises shall be kept clean and hygienic.
- 12.2 Instruments shall be single-use and disposable, or be readily sterilised.
  - 12.2.1 Single-use disposable instruments are to be immediately disposed of after use.
- 12.3 The operator shall keep all surfaces sanitary, and wear gloves and protective equipment where required.
  - 12.3.1 The operator shall use well-fitting single-use disposable surgical gloves before commencing hair removal on the customer. The single-use gloves shall be replaced after touching any object that does not have an effective sterile barrier, or has not been previously been cleansed and sterilised.
- 12.4 The operator shall examine the customer skin prior to service, and note any skin irritation or condition.
- 12.5 The operator shall cleanse the customer's skin by swabbing with an antiseptic using a clean, single-use swab.
- 12.6 The operator shall ensure that the wax is not applied to broken skin or near or over an area where blood has been drawn.
- 12.7 The operator shall either:
  - 12.7.1 Pre-dispense the required amount of wax for each customer into single-use disposable pots and discard any unused product; or
  - 12.7.2 Use single-use disposable wooden spatulas for wax application and not re-dip the spatula into the wax pot.
- 12.8 Wax shall not be re-used.
- 12.9 Pots of wax shall be covered between services.
- 12.10 If threading, single use cotton shall be used.
- 12.11 Metal instruments, shall be cleaned with a wax solvent to remove all traces of wax before they are sterilised.

## **13.0 SUN-BEDS**

- 13.1 Premises shall be kept clean and hygienic.
- 13.2 The operator shall keep all surfaces sanitary.
- 13.3 The owner shall ensure that no person under the age of 18 is permitted to use a sun-bed.
- 13.4 Use of a sun-bed shall be subject to supervision by a trained operator at all times.
- 13.5 The operator shall ensure that any part or surface of a sun-bed that comes into body contact with a customer is disinfected immediately after use.
- 13.6 The operator shall be trained in the following:
  - 13.6.1 Identification of medication that may or will cause photosensitivity
  - 13.6.2 Ability to determine skin types and exposure times
  - 13.6.3 Proper screening for potentially exposure-limiting conditions
  - 13.6.4 Emergency procedures in case of overexposure to ultra-violet radiation
  - 13.6.5 Types and wavelength of ultra-violet radiation
  - 13.6.6 Correct procedures for cleaning and disinfecting protective eyewear and tanning equipment.
- 13.7 Before starting the sun-bed service, the operator shall:

- 13.7.1 Advise the customer who wishes to undergo such service of the risks associated with the service;
- 13.7.2 Provide written advice appropriate to the sun-bed service, detailing precautions and post-service procedures that should be taken by the customer.
- 13.8 Prior to the service commencing the operator shall determine the customer's skin type based on a skin type assessment completed by the customer.
- 13.9 All customers shall fill out a consent form prior to using a sun-bed.
- 13.10 No person who is on photosensitive medication shall use a sun-bed.
- 13.11 The operator shall ensure that confidential records are kept secure and made available to the Environmental Health Officer and that:
  - 13.11.1 The assessment of the customer's skin-type is recorded.
  - 13.11.2 The customer returns the signed and dated consent form prior to their first use of sun-bed at the premises.
- 13.11.4 The original form shall be filed at the premises for a minimum period of 2 years (including when the operator ceases business before the expiration of the 12 months period).
- 13.12 The operator shall not allow the following people to use a sun-bed:
  - 13.12.1 Customers with a Skin Phototype 1
  - 13.12.2 Customers with a history of melanoma
- 13.13 The operator shall ensure that protective eyewear is provided and worn by every sun-bed user, and that they are either disposable or disinfected after use.
- 13.14 The operator shall ensure that customers have not used a sun-bed within the past 48 hours and that they do not use the sun-bed more than three times per week.
- 13.15 The operator must determine, set and control exposure time according to skin type and the number of sessions the customer has had. An exposure chart shall be available in every tanning unit.
- 13.16 The operator shall ensure the sun-bed has an automatic timing device, and that this is used to terminate the session once the maximum time has been used.
- 13.17 The operator shall ensure that sun-bed lamps are routinely checked for ultra-violet radiation output and that they are changed within the useful life stated in the lamp manufacturer's instructions. Records regarding lamp changes shall be kept for a minimum of two years and made available at the premise to the Environmental Health Officer if requested.
- 13.18 The operator shall not claim that sun-bed use is safe from risk.

#### **14.0 SPRAY TANNING**

- 14.1 The operator shall ensure that booths and surrounding areas are sprayed with hospital grade disinfectant, washed down and dried before the next client is admitted.
- 14.2 The operators shall ensure that clean towels are placed on the floor of the booth for the client to stand on, unless the client is wearing non-slip footwear.
- 14.3 Where pooling of fluids occurs, there shall be graded drainage.
- 14.4 If the operator is using a collapsible booth, it shall be washed with hospital grade disinfectant and dried prior to being stored.
- 14.5 The premises must be adequately ventilated and supplied with both hot and cold water.

#### **15.0 MAKEUP APPLICATION**

- 15.1 Premises shall be kept clean and hygienic.
- 15.2 The operators shall keep all surfaces sanitary.

- 15.3 If single-use equipment is not used, the operator shall ensure that facial brushes, facial sponges or any other equipment used in the application of makeup are cleaned and disinfected immediately after each service use.
- 15.4 The operator shall reduce risk of skin infection by maintaining accurate records. If clients present with skin lesions, the operator may choose to cancel the appointment.

## **16.0 STERILISATION**

- 16.1 Single-use tools or equipment shall be used unless sterilisation has occurred in one of the following ways:
  - 16.1.1 The tools or equipment are thoroughly cleansed and then exposed to steam under pressure in a steriliser (autoclave) in accordance with the manufacturer's instructions. Records are kept that chemical indicator strips have been used to demonstrate that the appropriate temperatures have been achieved during the sterilisation cycle. Records regarding chemical indicator strips shall be kept for a minimum of two years and made available at the premise to the Environmental Health Officer if requested.
  - 16.1.2 Evidence of re-processing following a chemical indicator strip fail or load failure shall be kept and made available for inspection for a minimum of 12 months.
  - 16.1.3 The tools or equipment are thoroughly cleansed then totally immersed in a glass bead steriliser in accordance with the manufacturer's instructions.
  - 16.1.4 The tools or equipment are thoroughly cleansed by a method appropriate to the nature of the article, and then submitted to a process of sterilisation.
- 16.2 The operator shall provide evidence of regular servicing and calibration of all sterilisation equipment if requested.
- 16.3 All disposable needles shall be disposed of in a sharps container as medical waste discarded by an approved bio-hazard waste collection service.
- 16.4 All non-medical waste shall be is to be stored in a covered receptacle and removed from the premises on a regular basis.
- 16.5 All equipment, instruments and utensils that are unable to be sterilised shall be thoroughly cleaned and then disinfected by a thermal or chemical disinfection procedure. This includes but is not limited to:
  - 16.5.1 Ethyl alcohol, isopropyl alcohol or methylated spirits (in each case containing no less than 70% alcohol); or
  - 16.5.2 An industrial strength disinfecting solution (such as chlorine, phenol or Quaternary ammonium cation (QUAT) based solution) used in accordance with manufacturer's instructions.
- 16.6 If chemicals are used, the operator shall be able to demonstrate knowledge of chemical dilution rates, application method and contact time.

## **17.0 OFFENCES**

- 17.1 Every person who fails to comply with the provisions of the this bylaw commits an offence and is liable to a penalty under the Local Government Act 2002 and or the Health Act 1956 or any subsequent Acts.
- 17.2 Every person who commits a breach of this bylaw creates an offence under the Health Act 1956, or subsequent Act is liable to a fine up to \$500 and to a further fine of up \$50 for every day on which the offence has continues.
- 17.3 Every person who commits a breach of this bylaw creates an offence under the Local Government Act 2002 or subsequent Act is liable to a fine up to \$20,000.

**18.0 APPEALS**

- 18.1 Any person who is dissatisfied with the decision or a requirement made by an Environmental Health Officer may appeal in writing to the Invercargill City Council Chief Executive within 14 days after being notified in writing of the decision or requirement.
- 18.2 Upon hearing the appeal, the Chief Executive may confirm, reverse, or modify the decision or requirement made by the Environmental Health Officer and this decision if final.

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# HEALTH AND HYGIENE CHECKLIST

Trading name: \_\_\_\_\_ Date of visit: \_\_\_\_\_  
 Address: \_\_\_\_\_ Time of visit: \_\_\_\_\_  
 \_\_\_\_\_ EHO: \_\_\_\_\_  
 \_\_\_\_\_ Licence Number: \_\_\_\_\_  
 Scope Visit/Areas Inspected: \_\_\_\_\_

ASSESSMENT OF PREMISES STRUCTURE				
Requirement	Satisfactory		Comments/ compliance	Non-
	Y	N		
Floors, walls, ceiling, fixtures and fittings, smooth, impervious and easily cleanable in work areas				
Suitable lighting				
Suitable ventilation				
Good repair				
Building Act 2004 Code Compliance (new)				
Wash hand basin – adequate supply of hot water, conveniently accessible, soap, nailbrush, paper towels or single use towels.				
Sink (hot 63°) conveniently accessible for cleaning instruments and equipment				
Waste receptacles (covered)				
Waste removal suitable				
All furniture used for treatments impervious and easily cleanable				
Adequate storage facilities for cleaning materials, linen, soiled laundry, chemicals and equipment				
Refreshments – suitable dish washing facilities or single use utensils only				
Flammable substances storage, e.g. isopropyl, acetone, ethyl (maximum 10litres) < Dangerous Goods licence required				

ASSESSMENT OF CONDUCT AND PRACTICES				
Requirement	Satisfactory		Comments/ compliance	Non-
	Y	N		
No smoking onsite				
< 16 years of age parental consent				
No animals except guide dogs/ disability dogs				
Client consent forms including name, address, contact, procedure type, blood conditions				
After care instructions (written)				
Clients assessed for health history, e.g. haemophilia, medications such as anticoagulants, allergies, skin sensitivity, epilepsy, etc.				
Single use gloves used for skin piercing/tattooing				

Operator hygiene, protective clothing			
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ASSESSMENT OF TRAINING, COMPETENCY AND SUPERVISION			
Requirement	Satisfactory		Comments/ Non-compliance
	Y	N	
Qualifications obtained by operators			
Number of operators requiring direct supervision			

ASSESSMENT OF CLEANING (DISINFECTION AND STERILISATION)			
Requirement	Satisfactory		Comments/ Non-compliance
	Y	N	
• Overall premises clean and tidy			
• Adequate supply of cleaning materials, disinfectant, etc.			
• Hand sanitiser at wash hand basin			
• Suitable cleanser for skin swabbing (70% alcohol/ethyl or isopropyl)			
• Laundering towels, face cloths			
• Disposal of infectious medical waste arranged for sharps such as tattooing or electrolysis needles or other similar items that may cause physical harm and/or potentially spread infectious disease, sharps containers and contracted waste disposal			

**Sterilisation** – a process that eliminates (removes) or kills all forms of microbial life achieved by applying the proper combinations of heat, chemical, radiation, high pressure and filtration.

**Only** required for skin piercing/tattooing equipment that penetrates the skin

Steriliser Type	Calibration and/or Servicing at least every 12 months <small>(includes bulb/glass bead replacement)</small>	Records	Comments/ Non-compliance
<b>Autoclave</b> 4 mins/134°C (Or state alternative time/ temperature/ pressure combination)			
<b>UV Cabinet</b>			
<b>Glass Bead Steriliser</b>			
<b>Other: (specify)</b>			

Requirement	Satisfactory		Comments/ compliance	Non-
	Y	N		
Evidence of reprocessing failed loads				
Sufficient supply of glass beads, UV bulbs, etc.				

**Disinfection** – the process of using a “disinfectant” is to destroy microorganisms. This is to kill all micro-organisms on equipment requiring disinfection, i.e. tattoo machines, tubes, needle bars, pedicure and manicure equipment, hair removal equipment, etc.

Disinfectant	Equipment/Surface required to be disinfected	Method	Comments/ compliance	Non-
E.g. 70% alcohol skin swabs (ethyl alcohol or isopropyl)				
Chemical used: (specify)				
Other: (specify)				

Treatments/Processes undertaken	Method/Equipment	Operator Competency (Training)	Comments/ compliance	Non-
<b>Tattooing Top Tips</b> <ul style="list-style-type: none"> <li>• Single use, sterile needles</li> <li>• Disinfection of equipment</li> <li>• Stencils used for one client only</li> <li>• Decanting ink/pigment into single use containers</li> <li>• Single use gloves</li> <li>• After care instructions</li> <li>• Blood/tissue policy</li> </ul>				
<b>Skin Piercing: Top Tips</b> <ul style="list-style-type: none"> <li>• Sterilisation of piercing instrument or single use/pre-sterile disposable</li> <li>• Sanitise skin prior</li> <li>• After care instructions</li> </ul>				
<b>Waxing: Top Tips</b> <ul style="list-style-type: none"> <li>• Pre wax skin preparation</li> <li>• Not reusing wax</li> <li>• Disposable spatulas (no double dipping)</li> </ul>				



<p><b>Epilation: Top Tips</b></p> <ul style="list-style-type: none"> <li>• Electrolysis (needles sterile)</li> <li>• Disinfection of tweezers/equipment head</li> <li>• Skin treatment pre/post procedure</li> </ul>			
<p><b>IPL (Intense Pulse Light) Treatment</b></p> <ul style="list-style-type: none"> <li>• Skin preparation pre/post procedure</li> <li>• Disposable head</li> </ul>			
<p><b>Micro-dermabrasion: Top Tips</b></p> <ul style="list-style-type: none"> <li>• Disposable head</li> <li>• Disinfection of equipment</li> </ul>			
<p><b>Nails: Top Tips</b></p> <ul style="list-style-type: none"> <li>• Disinfection of pedicure and manicure equipment</li> <li>• Ventilation</li> </ul>			