

Mount Isa City Council

23 West Street, Mount Isa
PO Box 815,
Mount Isa QLD 4825

Telephone 07 4747 3200 Facsimile 07 4747 3209
Email city@mountisa.qld.gov.au
Website www.mountisa.qld.gov.au



**Public Health
(Infection Control for
Personal Appearance
Services) Act 2003**

Higher Risk Personal Appearance Services Application for Business Providing Higher Risk Personal Appearance Services

Contact Council if you have any specific enquiries regarding fees or how to complete this form.
Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not
apply.

If applicant is a company,
insert company name and
ABN.

1. Applicant/s details (Licensee)

Company name		ABN	
Title	Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other (specify) ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐		
Family name			
Given names			
Position			

Postal Address		
Locality/Suburb	State ☐ ☐ ☐	Postcode ☐ ☐ ☐ ☐ ☐ ☐

Contact ph. ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Mobile ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Contact fax ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Email

Has the applicant been convicted (or found guilty) of any of the following offences:

- ☐ An indictable offence (drink driving, and minor traffic offences are not indictable offences);
- ☐ An offence against the *Public Health (Infection Control for Personal Appearance Services) Act 2003* or a corresponding law;
- ☐ An offence against the *Public Health (Infection Control for Personal Appearance Services) Act 2003* or an Australian or Foreign law regulating the same subject matter as that Act;
- ☐ An offence, relating to the provision of personal appearance services, against an Australian or Foreign law.
- ☐ Has the applicant held a licence under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*, or a licence or registration under a corresponding law, that was suspended or cancelled?
- ☐ Has the applicant been refused a licence under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*, or a licence or registration under a corresponding law?
- ☐ Has the applicant had an application for the registration of an establishment refused under the *Public Health (Infection Control for Personal Appearance Services) Regulation 2016*?
- ☐ Has the applicant had the registration of an establishment suspended or cancelled under the *Public Health (Infection Control for Personal Appearance Services) Regulation 2016*?

- 1 Includes a corporation's executive officer.
- 2 You are not required to give details of convictions for which the rehabilitation period under the *Criminal Law (Rehabilitation of Offenders) Act 1986* has expired and is not revived under section 11 of that Act.
- 3 A "corresponding law" is an Australian or foreign law that provides, or provided, for the same matters as the *Public Health (Infection Control for Personal Appearance Services) Act 2003*.

Signature	Date ☐ ☐ / ☐ ☐ / ☐ ☐ ☐ ☐
-----------	--

If you select any of the
boxes, please attach a full
explanation to this
application on a separate
sheet.

Fixed Premises Business name must be registered with the Office of Fair Trading. If more than one premises, please attach additional information to this form. If applicant is a company insert registered address of Company/Corporation. Enter postal address if different from street address. Real property description – refer to Rates Notice.	2. Business details <table style="width: 100%; border: none;"> <tr> <td style="border-bottom: 1px solid black; width: 70%;">Business name</td> <td style="border-bottom: 1px solid black; width: 10%;">ABN</td> <td style="border-bottom: 1px solid black; width: 20%;"> </td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Street address</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Locality / Suburb</td> </tr> <tr> <td style="border-bottom: 1px solid black;">State</td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;">Postcode</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Postal address (for service of documents)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Locality / Suburb</td> <td style="border-bottom: 1px solid black;">State</td> <td style="border-bottom: 1px solid black;">Postcode</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Contact Person</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Phone No</td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;">Mobile</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Fax No</td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;">Email</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Lot no.</td> <td style="border-bottom: 1px solid black;">Reg. plan no.</td> <td style="border-bottom: 1px solid black;">Parish</td> </tr> </table>	Business name	ABN		Street address			Locality / Suburb			State		Postcode	Postal address (for service of documents)			Locality / Suburb	State	Postcode	Contact Person			Phone No		Mobile	Fax No		Email	Lot no.	Reg. plan no.	Parish
Business name	ABN																														
Street address																															
Locality / Suburb																															
State		Postcode																													
Postal address (for service of documents)																															
Locality / Suburb	State	Postcode																													
Contact Person																															
Phone No		Mobile																													
Fax No		Email																													
Lot no.	Reg. plan no.	Parish																													

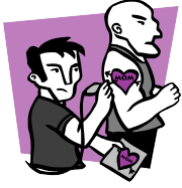
Please tick all of the services provided by the business	3. Services Provided ☐ Beauty Treatments ☐ Depilatory Waxing (including paraffin treatment) ☐ Face and Body Piercing ☐ Tattooing Other _____
---	---

	4. Site Plan (Not required for License Renewal) The following details are required to be supplied under the relevant regulations and must be shown on an attached plan (drawing) showing: - The proposed fixed and/or mobile premises to scale, no smaller than one to one hundred (1:100) - Details of bench surface material - Location of hand basin/s - Other significant equipment and layout details Two copies of site plan must be supplied <i>All people who provide/carry out higher risk personal appearance services must achieve the competency standard HLTINF005 – Maintain Infection Prevention for Skin Penetration Treatments.</i> <i>Businesses must provide a certified copy of this competency standard with the application. If a business is unable to provide certified confirmation of obtaining the required certificate no licence will be issued to operate the proposed business.</i>
--	--

	5. Lodgement (please attach the following) <u>New Licence Application</u> - Full explanation of selected box/es in the Applicant details section (if applicable). - Additional premises details (if applicable). - Certified Copy of HLTINF005 – Maintain Infection Prevention for Skin Penetration Treatments - Certified Copy of Tattoo Operator Licence – A Tattoo Operator Licence and a High-Risk Personal Appearance Services Licence are required for the lawful operation of a body art tattooing business.
--	--

	6. Applicant Declaration & Signature I undertake to advise Council of any changes to: - Name of Business - Manager/operator - Location of Business - Service Provided I, _____, certify that the above information and the information on all attachments, to the best of my knowledge, is true and correct. Signature _____ Date _____ / _____ / _____
--	---

	PRIVACY STATEMENT "Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. The information will only be accessed by authorised Council employees who have a legitimate need for the information to process applications, requests etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law".
--	---



Higher Risk Personal Appearance Services

Tattooing

Information Sheet

This fact sheet provides information for tattooists about the health and hygiene requirements of the Public Health (Infection Control for Personal Appearance Services) Act 2003 and the Infection Control Guidelines for Personal Appearance Services 2004; as well as the structural requirements of the Queensland Development Code – Mandatory Part – MP 5.2 – Higher Risk Personal Appearance Services

1. INTRODUCTION

Tattooing involves penetration of the skin with a needle to insert colour pigments in order to create a permanent or semi-permanent mark, pattern, design or colouration of the skin. Cosmetic procedures including cosmetic tattooing or semi-permanent make-up also fall into this category.

Under the *Public Health (Infection Control for Personal Appearances Act) 2003*, tattooists are required to hold suitable qualifications to provide their service. This is the competency standard HLTIN2A – Maintain Infection control Standards in Office Practice Settings from the HLT02 Health training Package.

As tattooing is classified as a higher-risk personal appearance service under the *Act*, businesses are required to be licensed by Council. All businesses that provide higher-risk personal appearance services are also subject to an annual inspection by an Environmental Health Officer to monitor compliance of the business with the *Act*.

As there is a high risk of infection that can result from tattooing, tattooists must ensure that they follow the correct hygiene procedures to prevent bacterial, fungal and viral infections such as HIV, Hepatitis B and Hepatitis C.

2. PREMISES

All tattooing premises must comply with the structural requirements of the *Queensland Development Code – Mandatory Part – MP 5.2 – Higher Risk Personal Appearance Services*.

These requirements include:

- Suitable hand washing and instrument cleaning facilities to provide and maintain hygienic conditions
- Finishes must have a suitable joining system to facilitate the maintenance of hygienic conditions
- Internal wall, ceiling and floor finishes must have a suitable joining system to facilitate the maintenance of hygienic conditions

3. PERSONAL HYGIENE

Hand washing is generally considered to be the most important measure in preventing the spread of infection. Hand washing removes significant numbers of infectious agents when it is done properly.

Tattooists must wash their hands:

- Before and after each client
- After contact with blood or other bodily substances
- After contact with used instruments, jewellery and surfaces contaminated with (or which may have been contaminated with) blood or other body substances



- After other activities which may cause contamination of the hands and forearms e.g. smoking, eating, using the toilet, touching part of your body while performing a procedure
- Whenever hands are visibly soiled

Tattooists must cover visible skin lesions (such as cuts, abrasions and/or infections) on exposed parts of their bodies with an adhesive, water-resistant dressing.

Operators must ensure that they do not smoke, eat or drink while attending to clients, or while cleaning or disinfecting instruments.

Clean clothing must be worn while attending to clients. For the safety of operators, closed, puncture resistant footwear must be worn, especially when handling sharp instruments capable of piercing the skin if dropped e.g. needles.

4. EQUIPMENT

Ink

- Ink, pigments or dyes and water should not be re-used on a client if they have already been used on another client
- Ink must be stored in a way that prevents contamination at all times
- Water or other liquid for mixing the ink must only be used if it is free of contamination by microbiological, chemical and radiological substances (e.g. use treated drinking water, ethyl alcohol)

Stencils and Outlines

- Single-use stencils are recommended
- Ensure stencils are clean before applying them to a client's skin
- Apply clean soapy water to assist with fixing the stencil to the client's skin
- Lubricating jelly must not be re-used between clients. Use a clean implement to divide a small portion of lubricating jelly into a clean container from the stock supply. Ensure that any jelly left in the container at the end of the procedure is thrown away
- Do not apply stencils with re-usable applicators (e.g. deodorant sticks)
- Clean all implements and containers after use

Tattoo needles and needle bar

Do not re-use hollow (hypodermic) needles as they cannot be effectively cleaned and sterilised. Ensure that tattoo needles and needle bars, tubes or barrels used on a client are clean and sterile.

Cosmetic tattooing or micro-pigmentation machines

- Ensure that the machine or needle tips, needles and the machine barrel casing are clean and sterile
- After the tattooing procedure for each client is completed, wipe the casing covering the motor with a clean paper towel moistened with warm water and detergent and allow the casing to dry

5. PROCEDURES

- Wash hands before starting tattooing procedures or touching sterile equipment
- Ensure that the working environment is clean
- Ensure that all required instruments, materials and equipment are at hand in the immediate working area
- If necessary, cover benches or couches to be used by the client with clean linen
- Cover surfaces or controls likely to be touched by the operator with clean, unused plastic wrap



- Open sterile packs of instruments, materials and dressings in front of the client while ensuring the items do not become contaminated
- Prepare client's skin with antiseptic
- Wash and dry hands then put on single-use gloves
- Excess pigment and blood produced during procedure should be removed with pre-dispensed cleaning solution and single-use wipes. Wipes should be disposed of into a clinical or related waste container
- Cover tattoo site with clean, sterile dressing
- Wash hands after each client

6. POST-TREATMENT

- Dispose of all single-use items into the infectious waste bin and disposable sharps into a puncture-resistant sharps container
- Clean the immediate working area in which the procedure was performed
- Remove and clean linen used in work area
- Clean motor of tattoo gun's handpiece after a tattooing procedure for each client is completed, with a clean paper towel moistened with warm water and detergent and allow it to dry
- Clean and sterilise needle and needle bar before breaking the needle and disposing into a sharps waste container. If needle is removed from the needle bar carefully by heating and liquefying the soldered joint, there is no need to clean and sterilise the needle before disposing of into a sharps container
- Clean hands
- Provide client with after-care information for tattoo including:
 - Likely healing times
 - How to care for tattoo and clean site
 - Possible infections and what to look for





Higher Risk Personal Appearance Services

Body Piercing

Information Sheet

This fact sheet provides information for body piercers about the health and hygiene requirements of the Public Health (Infection Control for Personal Appearance Services) Act 2003 and the Infection Control Guidelines for Personal Appearance Services 2004; as well as the structural requirements of the Queensland Development Code – Mandatory Part – MP 5.2 – Higher Risk Personal Appearance Services

1. INTRODUCTION

Body piercing is the process of penetrating a person's skin or mucous membrane with a sharp instrument for the purpose of implanting jewellery or other foreign material through or into the skin or mucous membrane. The term 'body piercing' does not include closed ear and nose piercing procedures.

Under the *Public Health (Infection Control for Personal Appearances Act) 2003*, tattooists are required to hold suitable qualifications to provide their service. This is the competency standard HLTIN2A – Maintain Infection control Standards in Office Practice Settings from the HLT02 Health training Package.

As body piercing is classified as a higher-risk personal appearance service under the *Act*, businesses are required to be licensed by Council. All businesses that provide higher-risk personal appearance services are also subject to an annual inspection by an Environmental Health Officer to monitor compliance of the business with the *Act*.

As there is a high risk of infection that can result from body piercing, body piercers must ensure that they follow the correct hygiene procedures to prevent bacterial, fungal and viral infections such as HIV, Hepatitis B and Hepatitis C.

2. PREMISES

All tattooing premises must comply with the structural requirements of the *Queensland Development Code – Mandatory Part – MP 5.2 – Higher Risk Personal Appearance Services*.

These requirements include:

- Suitable hand washing and instrument cleaning facilities to provide and maintain hygienic conditions
- Finishes must have a suitable joining system to facilitate the maintenance of hygienic conditions
- Internal wall, ceiling and floor finishes must have a suitable joining system to facilitate the maintenance of hygienic conditions

3. PERSONAL HYGIENE

Hand washing is generally considered to be the most important measure in preventing the spread of infection. Hand washing removes significant numbers of infectious agents when it is done properly.

Body piercers must wash their hands:

- Before and after each client
- After contact with blood or other bodily substances



- After contact with used instruments, jewellery and surfaces contaminated with (or which may have been contaminated with) blood or other body substances
- After other activities which may cause contamination of the hands and forearms e.g. smoking, eating, using the toilet, touching part of your body while performing a procedure
- Whenever hands are visibly soiled

Body piercers must cover visible skin lesions (such as cuts, abrasions and/or infections) on exposed parts of their bodies with an adhesive, water-resistant dressing.

Body piercers must ensure that they do not smoke, eat or drink while attending to clients, or while cleaning or disinfecting instruments.

Clean clothing must be worn while attending to clients. For the safety of operators, closed, puncture resistant footwear must be worn, especially when handling sharp instruments capable of piercing the skin if dropped e.g. needles.

4. EQUIPMENT

- All equipment must be cleaned between uses
- Equipment used to penetrate the skin must be sterilised before it is used
- It is recommended that records are kept of equipment sterilisation
- Single-use equipment is recommended to reduce the likelihood of infection transmission
- Single-use equipment must be disposed of immediately in an approved sharps container
- Do not re-use hollow (hypodermic) needles as they cannot be effectively cleaned and sterilised

5. PROCEDURES

- Clean area to be pierced with antiseptic
- Use clean and sterile instruments when piercing a person or enlarging a piercing, or when inserting or adjusting jewellery
- Clean and sterilise jewellery before using on a person
- Use jewellery featuring low or non-allergenic qualities, of a grade suitable for piercing the body e.g. high quality stainless steel, titanium, niobium, palladium and 18 carat gold
- Only handle sterile jewellery with sterile gloves

6. POST-TREATMENT

- Dispose of single-use gloves and wash hands
- Clean all equipment after treatment
- Dispose of single-use sharps in puncture-resistant sharps bin
- Sterilise re-usable equipment in accordance with the Infection Control Guidelines for Personal Appearance Services 2004
- Record details of equipment sterilisation
- Provide client with after-care information for piercing to prevent infection including:
 - Likely healing times
 - How to care for piercing and clean site
 - Possible infections and what to look for

