

Checklist for operators - Higher risk

This checklist identifies the key requirements imposed on operators and staff of higher risk PAS through:

- conditions ordinarily imposed on a higher risk PAS licence
- [Public Health \(Infection Control for Personal Appearance Services\) Act 2003](#)
- [Infection Control Guidelines for Personal Appearance Services 2012](#)
- Queensland Development Code, part MP 5.2 – Higher risk personal appearance services.

It does not limit your legal responsibilities and obligations under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*.

<i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i>	✓
Only persons holding an infection control qualification carry out higher risk personal appearance services.	
Display a copy of your licence at the premises.	
Keep a printed copy of the Infection Control Guidelines for Personal Appearance Services 2012 at the premises.	
Maintain fixtures, fittings and equipment so that they are in good repair and operational order.	
It is recommended that you: <ul style="list-style-type: none"> • make a copy of your licence conditions and check that you comply with each of the conditions • attach a copy to this checklist and keep for your records. 	
<i>Summary Offences Act 2005 and Child Protection Act 1999</i>	✓
Have procedures in place to ensure that the body piercing of genitalia and nipples, and the tattooing of minors (under 18 years of age) does not occur. Refer to Summary Offences Act 2005 and the Child Protection Act 1999 ; for example checking identification for proof of age and recording such details. Tattooing of minors is still illegal even if you have signed parental consent.	
<i>Queensland Development Code, part MP 5.2 – Higher risk personal appearance services</i>	✓
Designate an area for storage of clean/sterilised items.	
Designate an area for the storage of contaminated items. <ul style="list-style-type: none"> • Designate at least one easily accessible hand wash basin for each five workstations (not more than 5m from any work station) with: <ul style="list-style-type: none"> • dimensions not less than 400mm x 250mm • reticulated cold water • non-touch taps. 	
Designate at least one sink, located 800-1000mm above the floor, for cleaning instruments with: <ul style="list-style-type: none"> • dimensions not less than 400mm long • reticulated hot/cold water. 	
All floors, walls and ceiling surfaces are free of cracks and can be easily cleaned.	
All benches, shelves and workstations can be easily cleaned.	
All floor-to-wall intersections have coving or continuous skirting at least 50mm high.	

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Infection Control Guidelines for Personal Appearance Services 2012	✓
Guideline 1 – Standard infection control precautions	
Wash hands using the method stated in Guideline 1.2.	
Provide liquid soap and paper towels at the hand wash basin.	
Only used the cleaning sink for the cleaning of instruments.	
Clean instruments using the methods stated in Guideline 1.6.	
Store instruments in a manner that protects them from contamination.	
Maintain cleaning equipment clean, store dry, and repair/replace as necessary.	
Do not smoke, eat or drink while attending to clients.	
Clean and store linen in accordance with the Guideline 1.8.	
Do not allow animals on the premises.	
All staff attending to clients wear clean clothing.	
Staff wear closed, puncture resistant footwear when handling sharp instruments.	
Guideline 2 – Environmental cleaning and waste disposal	✓
Maintain premises in a clean condition. Recommendation: devise and implement a documented cleaning schedule.	
Clean bench and floor surfaces that become soiled with blood/body fluids, in accordance with Guideline 2.1.2.	
Use suitable disinfectant for the cleaning of surfaces. Ensure you dilute it as per manufacturer's instructions.	
Provide a suitably lidded, smooth, impervious container for waste.	
Dispose of sharps appropriately and ensure visitors have no access to the sharps container.	
Guideline 4 – Skin penetration procedures	✓
Clean client's skin in accordance with Guideline 4.1 prior to any skin penetration procedure.	
Dispense antiseptic solutions from original container into a clean, dry container for use on one client only.	
Wear face protection when necessary.	
Place single-use disposable instruments in a waste container after use and do not use them on another client.	
Guideline 5 – Sterilising instruments	✓
Sterilise re-usable instruments and jewellery used in skin penetration, or that become accidentally contaminated with blood/body fluids, in accordance with Australian Standard/New Zealand Standard 4815-2006 (Office-based health care facilities - reprocessing of re-usable medical and surgical instruments and equipment, and maintenance of the associated environment).	
Guideline 6 – Body piercing and tattooing	✓
Carry out body piercing in accordance with Guideline 6.1.	
Use only clean and sterile instruments for piercing a client, and inserting or adjusting jewellery.	

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Use only non-hypodermic (solid, i.e. non-hollow) needles.	
Use only suitable jewellery (non-allergenic, smooth, highly polished).	
Ensure prepared inks, pigments or water that you have used on one client are not re-used on another client.	
Store inks used in tattooing in a manner that prevents contamination.	
Use only clean or single-use stencils.	
Use only clean soapy water to assist in attaching a stencil to a client's skin.	
Use single-use applicators only to apply stencils.	
Transfer lubricating jelly from the stock supply into a clean container for use on one client only.	
Clean all implements, such as paintbrushes, after use.	
Clean and sterilise tattoo needles, needle bars, and needle tubes or barrels.	
Wipe the motor of the tattoo machine's handpiece with clean paper towel moistened with warm water and detergent and allow it to dry after each use.	
Operators follow procedures detailed in Guideline 6.2.5 when removing needles from the tattoo machine needle bar.	
Ensure the machine, needle tips, needles and machine barrel casing are clean and sterile when carrying out cosmetic tattooing and micropigmentation	
Guideline 7 - Records	
Client records	
Sterilisation records	
Staff immunisation	
Staff training and qualifications	
Needlestick injuries in the workplace	

Your name: _____

Date: _____