

Checklist for operators - Non-higher risk

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

- [Public Health \(Infection Control for Personal Appearance Services\) Act 2003](#)
- [Infection Control Guidelines for Personal Appearance Services 2012](#)

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

Public Health (Infection Control for Personal Appearance Services) Act 2003	✓
Take all reasonable precautions and care to minimise the risk of infection.	
Maintain fixtures, fittings and equipment in good repair and operational order.	
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/s.	
Only use 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.	
Staff attending to clients wear clean clothing.	
Staff handling sharp instruments wear closed, puncture resistant footwear.	
Guideline 2 – Environmental cleaning and waste disposal	✓
Maintain premises in a clean condition. Recommendation: devise and implement a documented cleaning schedule.	
Clean surfaces that become soiled with blood/body fluids (e.g. bench and floor) 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 3 – non-higher risk personal appearance services	✓
Apply cosmetics, creams etc. using clean single-use equipment or equipment cleaned in accordance with Guideline 1.6.1.	

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Clean and sterilise instruments contaminated by blood/body fluids (e.g. razors, manicure instruments) in accordance with Guideline 5.	
Dispense moisturisers/cleansers into clean containers or single-use applicators.	
Clean and sterilise items intended to pierce skin (e.g. electrolysis needles, jewellery studs) in accordance with Guideline 5.	
Clean client's skin, prior to any skin penetration, in accordance with Guideline 4.1.	
Clean scissors in accordance with Guideline 1.6.	
Clean hair clippers in accordance with Guideline 3.2.1.	
Action cases of head lice in accordance with Guideline 3.2.2.	
Clean open, straight blade razors in accordance with Guideline 1.6.	
Treat re-usable wax in accordance with Guideline 3.6.	
Carry out electrolysis in accordance with Guideline 3.6.	
Carry out closed ear piercing and nose piercing in accordance with Guideline 3.7.	
Staff have adequate training and are aware of the risks associated with personal appearance services.	
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).	

Your name: _____

Date: _____