



Hairdressing & Beauty Salon Premises Self Audit Form

The purpose of this audit form is to assist the council in the administration of the Public & Environmental Health Act and Regulations. Any successful business providing personal services must ensure that its clients receive services that are professional, competent, safe and hygienic. Please ensure you have read the Department of Health's Guideline on the Public Health Standards of Practice for Hairdressing in conjunction with the Guidelines on the Safe and hygienic practice of skin penetration. Please contact this office if you require a copy of these guidelines.

ENQUIRIES AND COMPLETED FORMS TO:

Renmark Paringa Council – Environmental Health Officer

PO Box 730

61 Eighteenth Street, Renmark SA 5341

Phone: 08 8580 3000

Fax: 08 8580 3030

Email: council@renmarkparinga.sa.gov.au

PREMISES DETAILS

Name of business	
Address of business	
Postal address	
Owner	
Manager	
Phone	
Email?	

GENERAL

Procedures undertaken:

<input type="radio"/> Hair cutting	<input type="radio"/> Ear piercing
<input type="radio"/> Shaving	<input type="radio"/> Body piercing
<input type="radio"/> Waxing	<input type="radio"/> Electrolysis
<input type="radio"/> Manicures / pedicures	<input type="radio"/> Acupuncture
<input type="radio"/> Make up application	<input type="radio"/> Lancing
<input type="radio"/> Solarium	<input type="radio"/> Permanent make-up
<input type="radio"/> Spray tanning	<input type="radio"/> Colonic lavage or colonic irrigation
<input type="radio"/> Massage therapy	<input type="radio"/> Spa bath
<input type="radio"/> Exfoliation	<input type="radio"/> Mobile hairdressing
<input type="radio"/> Other	



PROCEDURES/PRACTICE

Please describe your procedure when dealing with scissors/clippers that have accidentally become contaminated with blood:

Please describe your procedure when dealing with clients infested with head lice:

HYGIENE

Y N

Are there adequate hand washing facilities: Please describe:

Are hands washed before and after each client, after any activity that could cause contamination, and after removing gloves?

Are employees supplied with clean protective clothing, such as aprons?

Is there an adequate first aid kit for treating any sore/cuts and disposable gloves to wear when appropriate?

Are clean towels and linen used for each client? Please describe how linen is cleaned:

Note: an antimicrobial soap is not necessary for routine hand washing, a mild liquid soap is preferable

ENVIRONMENT

Y N

Are premises well maintained and kept in a clean and tidy condition?

Is there adequate storage space for clean linen, chemicals, soiled articles and equipment?

Are surfaces washed with detergent and water after each client where skin contact occurs?

Is there an effective cleaning program in place? Please describe:

Are there suitable refuse containers and a sharps container for disposal of sharps/medical waste?

Do you supply clients with tea/coffee?

If yes, please describe how cups/saucers etc. are washed:



CLEANING	Y	N
What cleaning method do you use for cleaning equipment and implements which <i>can</i> be submersed in water?		
What cleaning method do you use for cleaning equipment and implements which <i>cannot</i> be submersed in water?		
Are brushes, utility gloves and other items used to clean equipment maintained in a clean and serviceable condition?		
Are cleaning items stored in a clean and dry location?		
<i>Note: cleaning is removing soiling and reduction the number of micro-organisms from equipment surfaces by washing in detergent and warm water.</i>		

HAIRDRESSING	Y	N
Are combs, brushes, rollers, clips cleaned between clients? Please describe:		
Do you use any razors or blades that are not of the disposable type between clients, e.g. cut throat razors?		
If yes, how do you ensure that they are adequately decontaminated between clients?		
Do you keep a first aid kit on site?		

EAR PIERCING
What type of piercing gun is used and what measures are taken to minimise risk of exposure to blood borne viruses?

WAXING / BEAUTY TREATMENTS	Y	N
Are disposable spatulas/applicators used?		
If no, how do you prevent cross contamination from one client to the next?		
Are make up, cream, wax, or similar substances applied with a clean applicator for each client?		



What is your procedure to avoid re-dipping spatulas in wax pots that are used on more than one client?

Are single use, pre sterilised needles used and disposed of immediately after use into a suitable sharps container?

Do you use any body piercing procedures not involving single use disposable implements?

If yes, please describe what the implements are and how they are sterilised?

DECLARATION

Print name:

Signed:

Date:

COMMENTS / ADDITIONAL INFORMATION