

Records Keeping - PHW Premises



Public Health and Wellbeing Act 2008

Public Health and Wellbeing Regulation 2009

Premises trading name:			
Premises address:			
Full name of proprietor:		Contact number:	
Email for Correspondence:			

Accurate records are invaluable if infection problems occur and may assist the operator when investigations are conducted – for example, for verifying procedures performed, when they were performed and on whom. Records should include, but are not limited to, the following:

Client procedures record (name, address and contact number, date and type of procedures, instruments used), Sterilisation (maintenance, cycle and validation), Occupational exposure, Staff immunisation, Cleaning (environment, equipment, instruments and steriliser), Maintenance schedule (instruments, steriliser and equipment), Staff training and qualifications, Sick leave, Client complaints, Stock movement, Laundry, Hazardous chemicals, Business records etc.

However, the council developed the following records for public health and wellbeing premises. The record 1 is mandatory requirement by PHWR 2009 if you are doing tattooing and skin penetration.

- **Record 1: Client Procedures Record**
- **Record 2: Wax Temperature Control Record**
- **Record 3: Incident Record**
- **Record 4: Chemical Disinfection Record**
- **Record 5: Equipment Maintenance Record**

It is important to maintain records for each control point achieved and each corrective action taken (if applicable). For example, the records maintained for the sterilisation process would be the time, temperature and pressure achieved for each sterilisation cycle. If corrective action is required, then this should also be recorded together with the date, the corrective action taken and the cause of the failure.



Northern Grampians Shire Council
LIVE | WORK | INVEST | VISIT

CONTACT US

- ngshire@ngshire.vic.gov.au
- www.ngshire.vic.gov.au
- (03) 5358 8700
- PO Box 580 Stawell VIC 3380

CONNECT WITH US

- facebook.com/ngshire
- [@ngshire](https://twitter.com/ngshire)
- [@northerngrampiansshire](https://www.instagram.com/northerngrampiansshire)
- #ngshire #liveworkinvestvisit #wandervictoria

Hair, Beauty, Tattooing and Skin Penetration Industries



Client Procedures Record – Must be kept for a period of 12 months for tattoos, body and ear piercings and body modifications.

Public Health Wellbeing Regulation 2009

Infection prevention control guidelines – hair beauty tattooing skin penetration

Under section 33(1) of the *Public Health and Wellbeing Regulation 2009*, the proprietor must ensure the client procedures record is kept, in this form, for a period of 12 months following the date of the last body piercing or tattooing procedure, which the registration is in force.

Maximum penalty – 20 units.

Client Details	Date of Treatment	Operator's Name	Description of the procedure(s)	Completed Consent form	Equipment used / type of wax used	Steriliser date(s)
Name: _____ Add: _____ _____ Ph No.: _____						
Name: _____ Add: _____ _____ Ph No.: _____						
Name: _____ Add: _____ _____ Ph No.: _____						

Client Details	Date of Treatment	Operator's Name	Description of the procedure(s)	Completed Consent form	Equipment used / type of wax used	Steriliser date(s)
Name: _____ Add: _____ _____ Ph No.: _____						
Name: _____ Add: _____ _____ Ph No.: _____						
Name: _____ Add: _____ _____ Ph No.: _____						
Name: _____ Add: _____ _____ Ph No.: _____						

Hair, Beauty, Tattooing and Skin Penetration Industries



Wax Temperature Control Record – Must be kept for a period of 12 months

Note: You are required to keep the records if you ever double-dip into wax in a multi use pot.

Keep types of wax undisturbed at a minimum temperature of 70-80°C for a minimum of 15 minutes between clients.

Wax temperatures to be taken as follows:

- For strip waxing: temperature taken before first client and at least one other time during the day.
- For hot waxing: temperature between clients or at least twice during the day.
- For both strip and hot wax: record temperature after pots have been refilled or replaced with a new pot.

Pot No.	Date	Timing commenced	Timing finished	Temperature	Type of Wax (Strip / Hot)	Client Name (if use strip wax)	Pot Status (refilled / replaced)	Comments

Incident(s) Record

Date & Time	Name of client / Staff member	Description of incident (what occurred)	Action(s) taken (e.g. cold water)	Medical attention (yes / no)	Remedial action(s)	Comments

Chemical Disinfection Record



Date	Equipment	Chemical Used	Surface Temp (°C)	Time Immersed	Time Removed	Remove, Rinsed and Dried	Staff's initial	Comments

Equipment Maintenance Record

Date	Equipment	Code	Company	Test (pass / fail)	Repair (yes / no)	Recomm ission (yes / no)	Replace (yes / no)	Company	Code