

COMMUNICABLE DISEASE CONTROL
HEALTH PROTECTION AND SAFETY

Guidelines for Personal Service Establishments (PSEs)



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PREFACE

Operators of personal services establishments in British Columbia must comply with the Personal Services Establishment Regulation (reproduced on the following page) and must maintain and operate their establishments in a way that prevents health hazards from occurring. These guidelines are designed to assist operators of personal services establishments in preventing health hazards, in particular to reduce the risk of transmitting communicable diseases (ie: Hepatitis B, staph, HIV, herpes, etc.) or infestations (ie: head lice, body lice, or pubic lice) from common-use articles and sharp instruments.

Public Health Officials may refer to these guidelines when assessing whether a personal services establishment is being operated in accordance with the Personal Services Establishment Regulation. However, following these guidelines does not relieve the operator from the obligation to take any additional measures necessary to prevent health hazards from occurring in the establishment. Operators are also responsible for ensuring that they are carrying on business in compliance with municipal and other regulatory requirements, and for obtaining business licences and/or operating permits from the appropriate licensing authorities.

Personal service procedures carry varying degrees of risk of infectious diseases and/or bodily injury. In particular, colonic irrigation, tattooing, body branding, body piercing (including ear piercing) and exposure to ultraviolet radiation in tanning salons carry elevated risk of infection or injury, and clients undergoing these procedures should be advised to consider discussing these risks with their family physician before undertaking such procedures.

Operators should also be aware that Section 81 of the Medical Practitioners Act makes it an offence to practice medicine unless licenced by the College of Physicians and Surgeons of British Columbia. Section 81 (reproduced on page 3) describes what it means to practice medicine.

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These Guidelines, as well as guidelines developed specifically for Tanning Salons and for Tattooing establishments, may be viewed on the Ministry of Health website at:
<http://www.hlth.gov.bc.ca/protect/persserv.html>

Health Act

PERSONAL SERVICE ESTABLISHMENTS REGULATION

(includes amendments up to BC Reg 181/88)

Interpretation

1. In this regulation “personal service establishment” means an establishment in which a person provides a service to or on the body of another person, and includes a barbershop, beauty parlour, health spa, massage parlour, tattoo shop, sauna and steam bath.
(am. B.C.Reg. 181/88, s.2)

Water Supply

2. No person shall operate or cause to be operated a personal service establishment unless he provides on the premises of the establishment
 - a) an adequate supply of hot and cold water at all times for operating and cleaning purposes, and
 - b) an adequate hot and cold water hand washing facility conveniently located, together with ancillary equipment

Prevention of health hazard

3. No person shall operate or cause to be operated a personal service establishment unless he maintains and operates it, and uses and maintains the instruments and equipment required for the service, so as to prevent a health hazard occurring.

[Provisions of the Health Act, R.S.B.C. 1996, c. 179, relevant to the enactment of this regulation: section 8]

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Practising by unregistered persons an offence

(Section 81, Medical Practitioner's Act)

81. (1) A person who practises or offers to practise medicine while not registered or while suspended from practice under this Act commits an offence.
- (2) For the purposes of and without restricting subsection (1), a person practises medicine who does any of the following:
- (a) holds himself or herself out as being, or by advertisement, sign or statement of any kind, written or oral, represents or implies that the person is qualified, able or willing to diagnose, prescribe for, prevent or treat any human disease, ailment, deformity, defect or injury, or to perform an operation to remedy a human disease, ailment, deformity, defect or injury, or to examine or advise on the physical or mental condition of a person;
 - (b) diagnoses, or offers to diagnose, a human disease, ailment, deformity, defect or injury, or who examines or advises on, or offers to examine or advise on, the physical or mental condition of a person;
 - (c) prescribes or administers a drug, serum, medicine or a substance or remedy for the cure, treatment or prevention of a human disease, ailment, deformity, defect or injury;
 - (d) prescribes or administers a treatment or performs surgery, midwifery or an operation or manipulation, or supplies or applies an apparatus or appliance for the cure, treatment or prevention of a human disease, ailment, deformity, defect or injury; or
 - (e) acts as the agent, assistant or associate of a person in the practice of medicine as set out in paragraphs (a) to (d).

General Guidelines For Personal Service Establishments

Purpose: To describe minimum standards for preventing health hazards from occurring in Personal Service Establishments.

1. INTRODUCTION

These Personal Service Establishment Guidelines have been developed to provide operators with minimum standards in order to assist operators in preventing some of the health hazards which may occur in personal service establishments. In addition to following these standards, operators should take all necessary measures to maintain and operate their establishments and the instruments and equipment used in providing the services in a manner which prevents health hazards from occurring.

These guidelines apply to all Personal Service Establishments as defined in the regulations and include, but are not limited to, the following:

Acrylic Nails	Mud Baths
Body Branding	Sauna
Body Piercing	Shaving
Colonic Irrigation	Skin Care (Aesthetics)
Electrolysis	Spas (Health or Fitness Clubs)
Face Painting	Steam Baths
Flotation Tanks	Tanning
Hair Services	Tattooing
Laser Therapy	Therapeutic Touch Techniques
Manicure/Pedicure	Waxing

NOTE: The inclusion of any personal service on the above list does not imply that the Ministry of Health endorses these services as being either safe or useful, regardless of whether or not these guidelines are being followed.

Portions of these guidelines may not apply to some specific services and generally do not apply to services that fall within the scope of medical services or any procedures being performed by a health care professional who is a licensed practitioner under specific provincial legislation.

Guidelines which apply to specific types of services or premises that have already been developed (e.g. Guidelines for Tanning Salon Operators, Guidelines for Tattooing) and any other guidelines which may be developed in the future for the Ministry of Health, are intended to be used in conjunction with these general guidelines.

2. PREMISES AND GENERAL OPERATION

- A. Prior to commencing construction and operation, facilities and the plans for such may be required to be inspected by the Medical Health Officer or his or her delegate.
- B. Maintain the premises in a clean, sanitary, pest-free condition and in good repair.
- C. Construct or install floors, walls and ceilings of easily cleanable material and maintain them in a good state of repair.
- D. Use or install tables, counter tops, cabinets and other furniture constructed of non- absorbent, easily cleanable material and keep them clean and sanitary.
- E. Provide sufficient space for storage of equipment, supplies and instruments.
- F. Provide hand basins with hot and cold running water and toilets in a convenient location and accessible to patrons and operators. Provide soap in dispensers and single service towels at all times.
- G. Install backflow prevention devices in all situations where contaminated water has the potential of entering the potable water system.
- H. Ensure that all premises offering personal services are:
 - entirely separate from any premises used for living, or sleeping purposes;
 - entirely separate from any food storage, preparation or delivery premises and any other incompatible businesses;
 - adequately lighted and ventilated; and,
 - designed specifically for the particular service(s) provided.
- I. Install and maintain ventilation systems in accordance with the local building by-law. Local exhaust ventilation may be required.
- J. Ensure that Material Safety Data Sheets (MSDS), provided by suppliers, are available for all hazardous products and are kept up to date.
- K. Thoroughly wash in hot water all towels, pillow coverings and other launderable items that come in contact with a patron after each use and dry them in a clothes dryer set at the hottest temperature.
- L. In operations where the patron is enclosed in a small room, ensure that the door shall open outward and be unlockable from the outside by staff , to provide easy emergency access.

3. EQUIPMENT

- A. All equipment, instruments and supplies used in the facilities shall be of durable construction and maintained in good repair, and shall be operated in a safe and careful manner and in accordance with the instructions of the manufacturer.
- B. Treat motors and frames of all equipment that might become contaminated at least daily, and after obvious contamination, with an effective chemical disinfectant.
- C. Ensure that all equipment and surfaces which come into contact with exposed skin can be easily cleaned, and are disinfected or covered with clean paper, freshly laundered linen or approved single-use material before each patron uses the equipment.
- D. All sunlamps (including tanning beds) shall comply with the regulations specified for sunlamps under the Radiation Emitting Devices Act. Tanning salon operators should check with their equipment supplier that their sunlamps and tanning beds comply with this Act before purchasing any new, used or replacement equipment. See also the British Columbia Ministry of Health's "Guidelines for Tanning Salon Operators" — PHI 080 — available from your local Health Authority.

4. INFECTION CONTROL

Wash your Hands!

The best way to stop diseases from spreading is to wash your hands well, **before** attending to any new client and **after** having finished with that client.

Use the following method to make sure your hands are free of germs:

- 1) Remove all jewelry
- 2) Wet hands with warm running water.
- 3) Apply liquid soap and lather well. Rub your hands vigorously as you wash them.
- 4) Wash ALL surfaces, including
 - backs of hands
 - wrists
 - between fingers
 - under fingernails
- 5) Rinse your hands well. Leave the water running.
- 6) Repeat steps 3 through 5.

- 7) Dry your hands with a single-use towel.
- 8) Turn off the water using the same towel, or with a paper towel, not your bare hands.

NOTE: when washing your hands frequently, it is important to dry them gently and thoroughly to avoid chapping. Chapped skin breaks open, thus permitting bacteria to enter a person's system. Therefore, if you have to wash your hands frequently you should apply hand lotion as needed to keep your skin soft and reduce chapping. Staff with skin lesions (open sores) on their hands should wear disposable rubber gloves or avoid direct contact with clients.

Sterilization & Disinfection

- A. Equipment, instruments and materials used in personal service establishments all fall into one of the following categories and must be either sterilized or disinfected accordingly:
 - i) **CRITICAL ITEMS:** Defined as those items which puncture the skin, or enter sterile tissue e.g. body piercing instruments, tattooing needles, and razors.

CRITICAL ITEMS must be purchased as sterile and properly disposed of after a single use, or sterilized between each use as per Appendix A.

Sterilization is considered to be the complete destruction of microbial life. Heat sterilization should be used whenever possible. A chemical sterilant may also be used if precise controls on organic load, shelf life, contact time, temperature and pH are ensured. Manufacturer's directions must be followed in all cases.

When sterilizing "critical items", the method used for effectiveness (e.g. time/temperature test strips in autoclaves) must be monitored.

NOTE: Sharp objects which can be expected to puncture the skin can transmit HIV if used on consecutive clients. Most people are aware that this applies to needles and scalpels, but it is also important to note that razors used for shaving also have this potential. Though very rare, documented transmissions through the use of a common razor in a household setting have occurred. The transmission of the Hepatitis B virus by shared razors is also possible. Theoretically, any disease-causing agent found in blood could be transmitted in this manner. Therefore, ***barbers who shave customers are advised to use a new, disposable razor for each client.*** If a straight razor is to be re-used, only those modes of sterilization deemed appropriate for "Critical Items" (above) will suffice. Methods may include steam autoclave or 100% undiluted bleach for 30 minutes. Diluted bleach may not suffice.

- ii) **SEMI-CRITICAL ITEMS:** Defined as those items which come in contact with the mucous membranes, e.g. eyes, ears, nose, mouth or any other body orifices, or with skin that is not intact, e.g. instruments used for acne treatment.

SEMI-CRITICAL ITEMS must be purchased as sterile and disposed of after a single use, or treated using high level disinfection after each use.

High level disinfection is considered to destroy all microorganisms with the exception of many bacterial spores. High level disinfection is accomplished by a glass bead sterilizer. A chemical sterilant may also be used if precise controls on organic load, shelf life, contact time, temperature and pH are ensured. Manufacturer's directions must be followed at all times.

- iii) **NON-CRITICAL ITEMS:** Defined as those items which come in contact with intact skin but not with mucous membranes, e.g. suntan bed surfaces.

NON-CRITICAL ITEMS must be purchased as sterile and disposed of after single use, or treated using low level disinfection.

Low level disinfection kills most bacteria, some viruses and some fungi but does not necessarily kill resistant microorganisms and spores. A variety of low level disinfectants can be used.

- B. For specifics on sterilization and disinfection refer to Appendix A.
- C. Before sterilization or high level disinfection, the following steps should be followed:
- To avoid debris from drying on instruments, place items in a disinfecting bath immediately after use.
 - Rinse items in hot water (cool water if blood-soiled).
 - Wash debris from items, preferably with an ultrasonic cleaner if instruments are handled.
 - Rinse.
- D. After sterilization or disinfection, handle and store items so as to prevent contamination.
- E. Maintain up-to-date written records of routinely implemented sterilization/disinfection procedures for specific items.
- F. Dispose of all equipment, instruments and materials intended for single use upon patrons immediately after that single use. Likewise, any items that cannot be disinfected or sterilized adequately (in accordance with Appendix A) must also be considered disposable, and must be disposed of after being used.

- G. Collect all waste matter in appropriate containers and dispose of it in a sanitary fashion.
- Use a disposable, rigid, puncture-resistant “sharps” container to dispose of all needles and other sharp equipment.
 - Do not re-cap disposable needles. Discard them directly into the “sharps” container.
 - When sharps containers are full, add 1/2 cup of household bleach, and fill container with water. Seal the container and discard with the regular refuse.
 - Discard paper towels, tissues and other potentially contaminated items into plastic bags.

5. OTHER MATERIALS

- A. Keep all creams, lotions, powders and other cosmetics in clean, closed containers. Dispense them using one of the following methods:
- Use a clean single service spatula to remove a portion of the substance from its container;
 - Use a metal or plastic collapsible tube; or,
 - Use individualized single-service portions to prevent contamination of bulk materials.
- B. Fluids that come in contact with mucous membranes shall meet semi-critical disinfection requirements (as defined in Appendix A). Fluids that come into contact with subcutaneous tissue shall also be sterile (as defined in Appendix A).

6. PERSONNEL

Ensure that all persons engaged in providing personal services:

- practice acceptable personal hygiene;
- if known to have a communicable disease or skin lesions (open sores) on hands, observe appropriate infection control precautions;
- wear clean outer garments;
- wash hands with soap and warm water immediately before and after providing each service;
- refrain from smoking while providing service;
- demonstrate competency in the use of equipment and procedures in their field of practice;
- provide specific personal services, and use and maintain the instruments and equipment required for those services, so as to prevent a health hazard from occurring; and
- are familiar with these guidelines.

All persons providing personal services in a tanning salon should also be familiar with the British Columbia Ministry of Health’s “Guidelines for Tanning Salon Operators” — PHI 080 — available from their local Health Authority.

All persons providing personal services in a tattooing establishment should also be familiar with the British Columbia Ministry of Health’s “Guidelines for Tattooing” — PHI 082 — available from their local Health Authority.

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The Ministry of Health welcomes comments and/or suggestions from persons engaged in the provision of personal services regarding the contents of these guidelines, and will take any such feedback into consideration for future revisions of the guidelines.

APPENDIX A - Methods of Sterilization and Disinfection

STERILIZATION (for "Critical" Items)		
METHOD*	TEMPERATURE & PRESSURE METHODS OF PROCESSING	MINIMUM EXPOSURE TIME
A	Wrapped items 121° C, 15 psi	30 minutes
A	Unwrapped items 121° C, 15 psi	20 minutes
B	160° C	2 hours
B	170° C	1 hour
B	121° C	16 hours
D		10 hours
E		6 hours
F		6 hours

HIGH LEVEL DISINFECTION (for "Semi-Critical" Items)		
METHOD*	REQUIRED TEMPERATURE OR CONCENTRATION	MINIMUM EXPOSURE TIME
C	218° C	10 minutes
D	Follow manufacturers directions	≥ 20 minutes
E	Follow manufacturers directions	≥ 20 minutes
F	Follow manufacturers directions	≥ 20 minutes
G	100° C	≥ 5 minutes
H	1000 ppm	≥ 20 minutes
L	500 ppm	

LOW LEVEL DISINFECTION (for "Non-Critical" Items)		
METHOD*	REQUIRED TEMPERATURE OR CONCENTRATION	MINIMUM EXPOSURE TIME
I		4-10 minutes
J	100 ppm	10 minutes
K	Follow manufacturer s directions	10 minutes
L	100 ppm	10 minutes
M	Follow manufacturer s directions	10 minutes

Alternative methods of disinfection may be approved by the Medical Health Officer. For further information about the sterilization and disinfection techniques referred to in these tables, please contact your local Environmental Health Officer.

*** For information on the Methods referred to here, see the Key to Appendix A on the next page.**

Table derived in part from "APIC Guideline for Selection and Use of Disinfectants," W.A. Rutala, 1990, and "The Prevention of Cross Infection in the Physician's Office," Douglas D. Drummond, MD, CCFP for the Committee on Office Medical Practice Assessment, College of Physicians and Surgeons of BC, February, 1992.

KEY TO APPENDIX A METHODS:

- A. Steam autoclave
- B. Dry Heat Sterilizer (hot air oven)
- C. Bead Sterilizer - must be operated according to manufacturer's specifications. Before another instrument is inserted, a recovery time must be allowed before the insertion of the next instrument. New models with a thermometer on the front are strongly recommended. Older models with a "ready light" must be tested for the required temperature of 218°C at the beginning of each day. This temperature is to be recorded and maintained for inspection programs.
- D. Glutaraldehyde - based formulations (2%).
- E. Demand release chlorine dioxide (will corrode aluminum, copper, brass, series 400 stainless steel and chrome with prolonged exposure).
- F. Stabilized hydrogen peroxide (6%) (will corrode copper, zinc and brass).
- G. Boiling.
- H. Sodium hypochlorite solution (1,000* ppm available chlorine; corrosive).
- I. Ethyl or isopropyl alcohol (70-90%).
- J. Sodium hypochlorite (100* ppm available chlorine).
- K. Phenolic germicide.
- L. Iodophor germicide.
- M. Quaternary ammonium germicide (e.g. Barbicide).

* To prepare chlorine solution:

- 1,000 ppm - add 5 tsp. (25ml) household bleach to 1 L. water.
- 100 - 200 ppm - Add 1 tsp.(5ml) household bleach to 1 L. water.
- Mix fresh solution at least once per day

This booklet can be viewed on the Ministry of Health website at:

<http://www.hlth.gov.bc.ca/protect/persserv.html>