

Fact Sheet

Personal Service Establishments: General Operational Requirements

Work Area/Contact Surfaces

- Work area should be clean, well lit and maintained in good repair.
- Work surfaces (where service is offered) should be smooth and non-absorbent.
- Work contact surfaces (headrests, worktables and chairs, etc.) should be cleaned and low level disinfected after each client or covered with a single use towel or linen for each client and disinfected a minimum of once per day.
- All floors, walls and ceilings are non-absorbent, clean and in good repair.
- The work site should be appropriate to the type of personal service establishment or services offered.



Sinks

- Hand washing sinks must be conveniently located near the work area and at least 1 metre away from storage of clean items
- The premises must have a sink with the following:
 - Continuous supply of hot and cold potable running water;
 - Liquid soap in a dispenser; and
 - Single use towels (cloth or paper in a dispenser).
- Hand washing sinks cannot be shared between businesses and cannot be located in a public washroom (e.g. shopping mall).
- Premises should be equipped with a cleaning sink(s) of adequate size for cleaning of equipment/instruments.
- The cleaning sink and hand wash sink can be the same provided it is available for hand washing during service delivery. Cleaning would need to occur at the end of the day following services.



Personal Service Worker Requirements

- Always wash hands before and after service or when hands are soiled.
- Personal items belonging to worker(s) (e.g. food, medication, aesthetic items) must be stored separately from client supplies.
- Smoking, eating or drinking are not allowed while providing services.
- Hepatitis B vaccination is strongly recommended due to the potential contact with blood and body fluids.
- Ensure broken skin, hands and arms are covered while providing services.

Sharps/Sharps Container

- An approved sharps container must be available for the safe disposal of sharps (e.g. razor blades, lancets, needles, credo blades etc.) in the area where the sharps item(s) are being used.

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Records

- Client records must be kept on site in establishments that offer invasive procedures.
- Also an accidental exposure record must be completed. These records must include:
 - Date of procedure and full name of personal service worker who performs the service;
 - Client's full name, complete mailing address and telephone number; and
 - Details of procedures carried out.
- Records must be kept on site for a minimum of one year and on file for 5 years.



General Equipment Requirements

- Equipment or item handled during a procedure is considered contaminated.
 - Multi-use equipment must be cleaned and disinfected/sterilized between clients.
 - Any item that cannot be cleaned and disinfected/sterilized between clients must be single use, disposable and discarded immediately after use.
- Instruments/equipment should be of durable construction, in good repair and stored in a sanitary manner to avoid contamination.
- Clean equipment and instruments should be stored separately from dirty equipment and instruments.
- Dispensed products (lotion, cream, oil, wax, antiseptics, and inks) must be dispensed in a manner which does not contaminate the remaining portion (e.g. no double dipping).
- Required supplies for a service should be available and within easy reach while the service is being performed.

Laundry

- Linens, towels and sheets etc. used for service must be discarded or laundered after each use. All laundered items must be stored in a manner that prevents contamination.

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