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GUIDLINES FOR THE MINIMUM HYGEINE STANDARDS REQUIRED OF OUR CUSTOMERS

These minimum body art hygiene standards for customers of Jeanneil Sales cc;

- *In no way qualifies as a scientific document, a health standard or a medically professional compiled care guide,*
- *Is in no way intended to satisfy or supersede any legal or legislative requirements neither replace any other recognised standards and best practices,*
- *In no way should be considered comprehensive or definitive and we urge you to first seek out professional and detailed advice on all legal, environmental health and infection control aspects in your business,*
- *Is distributed to only clients of 2evolve™ as a minimum (basic) standards guide and without warranty of any kind either expressed or implied.*

DEFINITIONS

For the purpose of clarity [and only applicable to this document](#) we will define;

“Body Art Procedure” as any form of tattooing, cosmetic tattooing, body piercing and body modifications.

“Cleaning” as the act of physical removal of organic material from objects as done with water and detergents. Cleaning does not kill or inactivate micro-organisms and must be followed by disinfection or sterilisation.

“Disinfection” as the act of using specialised disinfectant materials, equipment and techniques that destroy less resistant types of pathogenic micro-organisms or prevent growth of micro-organisms capable of infection.

“Disinfectant” Surface and Instrument disinfectants classed for use in a medical environment. Must be SABS Registered - SABS 14385 and SABS(ISO) 9001.

“Sterilisation” as the act of using specialised Sterilisation materials, equipment and techniques that destroy all viable micro-organisms capable of infection.

“Auto-Clave” as Sterilising equipment that employs a combination of heat and pressure to kill all viable micro-organism. Only auto-claves rated to sterilise hollow items as well as bagged items are acceptable.

“UV Steriliser” as equipment that uses a germicidal lamps to reduce the number of microorganisms on the surface or instruments. Zevolve will not accept as suitable its use as a standalone sterilisation tool for body art products. Ultra-Violet cabinets may be used in conjunction with other sterilising equipment like an Auto-clave but only if items are bagged/wrapped.

“Barrier precautions” as the use of a protective barrier that aid in breaking the chain of infection by providing a physical barrier through which contaminants cannot pass.

“Sharps” as items such as tattoo and piercing needles, dermal punches, scalpels, blades and razors.

“Medical Waste” any waste, whether infected or not, resulting from a body art procedure.

Contaminated **and** uncontaminated Sharps.

Any used body art equipment and materials that is capable or is reasonably likely to be capable of causing disease or spreading infection that cannot be heat sterilised by autoclave and is not intended for re-use, such as dressings, swabs, barrier covers, tongue depressors, gloves, ink caps, used ink etc.

“Critical Surfaces” any surfaces that you or your client are in direct proximity of or come into contact with during a body art session, including area surfaces where contaminated items are processed, cleaned, sterilised or stored.

“Non-Critical Surfaces” floors, walls, counters, surfaces in areas that are not used for body art procedures or sterilisation.

CLEANING, DISINFECTING & STERILISING

GUIDELINES FOR **STERILISING INSTRUMENTS AND PIERCING JEWELLERY**

A - Soiled / contaminated items

- ➡ 1. Chemically processed
- ➡ 2. Manually Processed
- ➡ 3. Chemically processed
- ➡ 4. Packaged and loaded
- ➡ 5. Heat Sterilised
- ➡ 6. Stored.

B - Unused items

- ➡ 1. Manually processed
- ➡ 2. Chemically processed
- ➡ 3. Packaged and loaded
- ➡ 4. Heat sterilised
- ➡ 5. Stored.

1 CLEANING

- a) Items are manually scrubbed and washed clean using a suitable Instrument Disinfectant before being thoroughly rinsed clean of disinfectant.

2 CHEMICAL PROCESSING

- a) Items are soaked in an open tank (or an ultrasonic) in a suitable High-Level Instrument Disinfectant at the dilution and for the duration as required for the item and as stipulated by manufacturer.

3 PACKING AND LOADING

- a) Items must be rinsed clean of any disinfectant and properly dried before any packaging.
- b) Items must be 'bagged' in sterilising pouches with appropriate indicator marking or using indicator tape and sealed.
- c) Items must be loaded as per Autoclave size and manufacturer recommendations.
- d) Date stamping on each item should be employed however it is widely accepted that sterility has an event related shelf life as opposed to common time related shelf life practices.

4 HEAT STERILISING

- a) The bagged items must be sterilised in a frequently serviced and tested Healthcare Autoclave rated to sterilise hollow and bagged items. The cycle used dependant on items and Autoclave manufacturer recommendations.
- b) The sterilisation process/cycle is monitored routinely for pressure and temperature efficacy.
- c) After unloading make a visual inspection for verification of pouch integrity and positive sterilisation indicator markings.
- d) If the autoclave does not have a dry cycle the bagged items are to be placed in an appropriate drying cabinet.

5 STORAGE OF STERILE ITEMS

- a) Sterilised items must be permanently separated from clean or disinfected items and should be stored in a dedicated area that is clean, dry and not exposed to unnecessary handling. Sterilised items must be handled following a sound aseptic technique.

GUIDELINES FOR **DISINFECTION BY SURFACE TYPE**

1 NON-CRITICAL ENVIROMENTAL SURFACES

- a) At a minimum non-critical surfaces should be disinfected twice daily.
- b) The frequent (every few hours) cleaning and then disinfection of non-critical environmental surfaces should be employed to help minimise cross contamination between non-critical and critical surfaces.

2 CRITICAL ENVIROMENTAL SURFACES

- a) Critical surfaces require thorough high level disinfection before and after each interval of usage (before and after each client).
- b) Use single use disposable mopping products or paper towelling.

3 BODY SPILLS

- a) If the spill is small, remove and decontaminate following (high risk) body spill dilution ratios as recommend by the manufacturer of the disinfectant.
- b) If the spill is large, flood the area with disinfectant before cleaning, clean and then flood again with fresh disinfectant following the high level disinfection dilution ratios as recommend by the manufacturer of the disinfectant.
- c) Use single use disposable mopping products or toweling.

GUIDELINES FOR **HAND HYGIENE**

1 HAND WASHING

- a) When visibly soiled, after coughing, sneezing, eating, visiting the toilet, smoking, handling contaminated items (even with gloves) or before and after any body art procedure hands must be washed with a residual acting antibacterial soap and following sound washing procedures and durations. (see W.H.O hand washing poster for guidelines).
- b) Hands must be dried using disposable paper toweling only.

2 HAND RUBBING

- a) Hand rubbing using a suitable waterless hand sanitiser should be routinely employed by all artists and staff to help reduce cross contamination throughout the studio environment and to maintain a residual antibacterial effect on the hands. Follow sound hand rubbing procedures and durations.

BARRIER PRECAUTIONS

GUIDELINES FOR PROTECTIVE WEAR

1 GLOVES

- a) New gloves must be worn for station set up/preparations and station break down and decontamination.
- b) Gloves must be discarded whenever you leave your work station and new gloves must be worn each time you return to your work station.
- c) Latex gloves should be changed out frequently for new pairs (especially when in contact with petroleum jelly or body fluids).
- d) New gloves must be worn in each step of tool and jewellery sterilisation.
- e) Appropriate High Risk (thicker more resistant) gloves should be worn when; working with disinfectants, chemicals, decontaminating any body spills or when cleaning tools and equipment.
- f) Gloves must be discarded if peeling, cracked, discoloured or there are any visible signs of tearing or damage.

2 APRONS AND ARM SLEEVES

- a) Aprons and arm sleeves should be used when there is a risk of splash when dealing with any contaminants or when cleaning tools or decontaminating body spills.

GUIDELINES FOR BARRIER COVERS

1 INSTRUMENT BARRIERS

- a) Clips cords must be covered with a suitable single use disposable plastic barrier/cover,
- b) Tattoo Machines (and Cosmetic tattooing Machines) should be bagged with a suitable single use disposable plastic barrier/cover,

2 SURFACE BARRIERS

- a) Work station surfaces must be covered with a suitable single use disposable barrier/cover. A dental bib or similar single use disposable spill absorbing barrier should be placed over the plastic surface barrier before placing ink caps, tongue depressors etc
- b) Client chairs or beds should be covered with a suitable single use disposable barrier/cover.
- c) Light switches, power supply switches/controls and any handles that are touched during any body art procedure must be covered with a suitable single use disposable plastic barrier/cover.

PREVENTION OF SHARPS INJURIES

GUIDELINES FOR **HANDELING SHARPS**

1 DISPOSAL

- a) All dermal punches, razors, tattoo needles and piercing needles are single use only.
- b) Do not manipulate any needles prior to disposal and do not recap piercing needles or dermal punches.
- c) Dispose of only in dedicated puncture-resistant sharps containers as provided by medical waste disposal company.
- d) Ensure one Sharps container is located in each and every operable work station and in close proximity of the artist.
- e) Never handle any sharps without gloves.
- f) All sharps bins must be replaced with new empty bins as soon as they become full.

GUIDELINES FOR **EXPOSURE CONTROLS**

1 EXPOSURE CONTROLS PLAN

- a) Frequently update techniques and seek input from staff that is at risk of exposure on the effective work practices employed.
- b) Any exposure incident should be recorded in detail and analysed to assist in improved future exposure prevention and plans.
- c) In the event of any exposure the Artist should notify the studio owner or manager and seek immediate medical attention.

SKIN PREPERATION

GUIDELINES FOR **SKIN PREPERATION**

1 SKIN CLEANING

- a) The area of skin and immediate surrounding should be cleaned with a client suitable anti-microbial soap.
- b) Shave the area clean of any hair
- c) Wipe skin clean and degrease using an alcohol or similarly suitable skin prep swab.
- d) Use only distilled or purified water when cleaning/ washing the skin.

2 STENCIL APPLICATORS

- a) Make use of liquid or lotion stencil applicators only. The use of deodorant sticks like 'Speed stick®' or any other materials with a potential for cross contamination between clients is not acceptable.
- b) Stencil transfer papers and pens must be rated as non-toxic and heavy metal free. Check MSDS before use.

MEDICAL WASTE

GUIDELINES FOR **HANDELING AND STORAGE**

1 **HANDELING**

- a) All medical waste must be handled using sound ascetic techniques only.
- b) Medical waste must be separated and secured in bins according to soft and sharps at the point at which it is generated
- c) Contact with medical waste bins should be kept to an absolute minimum.

2 **STORAGE**

- a) Medical Waste bins in use must be stored in the immediate area in which medical waste is generated.
- b) Medical waste must be stored in leak proof, sealable containers and must be suitable according to whether or not soft or sharps waste.
- c) Bins must be clearly marked as: DANGER- Medical Waste.
- d) Prevent any public access to and contact with medical waste and medical waste bins
- e) Filled medical waste bins must be stored in a secure area reserved to medical waste only.

3 **TRANSPORT AND DISPOSAL**

- a) Transport and disposal of any medical waste must be executed by a Health Department registered service provider only.

4 **MEDICAL WASTE RECORDS**

1. Written records must be kept up-to-date detailing all of the medical waste removed from their premises in the format as prescribed by the relevant local council.
2. Records must be kept for minimum period of one year or as required by local council.

DISCLOSURES AND SCREENING

GUIDELINES FOR **DISCLOSURES AND SCREENING**

1 **CLIENT SCREENING**

- a) The use of a medically devised client screening form is recommended to help identify clients that fall into risk categories relating to the body art procedure or materials and equipment used in your studio.
- b) Age of consent screening and verification to ensure (notwithstanding any legal requirements to the contrary):
 1. No Tattooing or Cosmetic Tattooing under 18 years of age.
 2. No Body piercing under 16 years of age and No Genital or Nipple piercings under 18 years of age.
 3. No Body Mods Under the age of 21 years of age.

2 **RISK DISCLOSURES**

- a) All known risks pertaining to the procedure, and risks outlined by suppliers and manufacturers of equipment, Instruments and materials used as well as any other commonly known risks must be clearly explained to your clients verbally and in writing. (see 2evolve [safety and risks](#) info)

GUIDELINES FOR RECORD KEEPING

1 CLIENT RECORDS

- a) Client Records must be kept for minimum period of three years or as required by the RSA Consumer act.
- b) Records must include customer indemnity forms, risk screening and disclosure forms etc.

2 MSDS – Medical Safety Data Sheets

- a) Studios must keep all relevant equipment and materials employed in their studio on file and accessible to all staff on duty.
- b) MSDS files and info must be routinely checked for updated info

OCCUPATIONAL HEALTH

GUIDELINES FOR OCCUPATIONAL HEALTH AND SAFETY

1 FIRST AID

- a) All studios must have on hand a first aid kit equipped for CPR and the treatment of heavy bleeding or as required by the Occupational Health and Safety Act, Act 85 of 1993.
- b) All studios must have at least one person on duty qualified in the relevant level of first aid as prescribed by the Occupational Health and Safety Act, Act 85 of 1993.

2 FIRE EXTINGUISHING EQUIPMENT

- a) All studios must have on hand an annually serviced fire extinguisher that meets the requirements of the studio environment as well as the materials and equipment used.

3 STAFF TRAINING

- a) Relevant Staff must be fully trained and proficient before using any equipment and materials in a tattoo studio.
- b) All Staff must be made educated on all of all the risks and requirements pertaining to the equipment and materials used in your studio.

4 VACCINATIONS

- a) Although not required we urge Medical consultation on the benefits of vaccinations to aid in the prevention of tetanus and hepatitis.

CLIENT AFTER CARE

GUIDELINES FOR AFTER CARE

1 POST BODY ART PROCEDURE SUPPORT

- a) Detailed Written and verbal instructions on after care must be given to each client.
- b) In the event of any abnormality resulting from a body art procedure the body art practitioner or studio staff must advise the client to seek immediate and appropriate medical attention. (Studios are never to offer advice on the treatment of allergy, infection or any other medical condition relating from a body art procedure)
- c) The client should have reasonable post procedure access to the original artist for questions and assistance relating to after-care, touch ups etc.

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PREMISES

GUIDELINES FOR **STUDIO FIXTURES, FITTINGS & LAYOUT**

1 BASINS

- a) Must be plumbed and connected to municipal drainage
- b) Must be connected to municipal running water.
- c) Plumbing must not be exposed and must be self-contained in a dedicated enclosure.
- d) Taps should be lever (elbow operable) or sensor operable.
- e) Must have a soap dispenser and paper towel dispenser.

2 FLOORING

- a) Critical Work surface flooring must be made from a non-porous, smooth and easily cleaned material. No carpeting, no unsealed tiling.

3 FURNITURE

- a) All furniture used must be made from a non-porous, smooth and easily cleaned material only. No textile covering on furniture.

4 WALLS

- a) Walls should be smooth and painted using a water-proof and wipe down quality paint.

5 GENERAL LAYOUT

- a) Studios cannot be connected to any living or food preparation areas without a partitioning wall and access door.
- b) Studios should maintain a separate wash up basin and sterilisation area.
- c) Counters and surfaces must be uncluttered and adequate storage and space must be provided for materials and equipment.

GENERAL ISSUES

GUIDELINES FOR **GENERAL / OTHER ISSUES**

1 GENERAL WASTE BINS

- a) Bins must be foot operable.
- b) Bins should be emptied of waste daily.

2 PETS

- a) No Domestic animals are permitted on the premises.

3 USE OF STERILE/ DISTILLED WATER

- a) Use only distilled water to mix tattoo inks, soaps and disinfectants.