

| No  | OPERATION  | HAZARD   | POTENTIAL RISK   | CONTROL  |  |
|-----|--|--|--|--|--|
| 1.0 | RISK MINIMISATION  |  |  |  |  |
| 1.1 | USE OF DISPOSABLE GLOVES   | Cross Contamination.                                 | Spread of infectious disease.                                | Wear clean, disposable gloves at all times when bleeding is expected, remove gloves before performing another tasks and put on new gloves before resuming procedure. Utility gloves for cleaning reusable items and surfaces.  |  |
| 1.2 | USE OF PRE-STERILISED,<br>DISPOSABLE SKIN PENETRATION<br>INSTRUMENTS | Infection via contaminated instrument.               | Spread of infectious disease.                                | Use pre-sterilised, single use disposable equipment where possible when carrying out skin penetration procedures.  |  |
| 1.3 | RECORD KEEPING   | Accident / procedure which results in physical harm. | Legal action taken against the business.                     | Keep record of all clients, recording date, time and details of the procedure performed.   |  |
| 1.4 | VACCINATIONS   | Incomplete protection against infectious disease.    | Spread of infectious disease to operator.                    | All operators should consider being vaccinated against hepatitis B.  |  |
| 2.0 | PERSONAL HYGI  | ENE  |  |  |  |
| 2.1 | HANDWASHING  | Contaminates hands.                                  | Spread of infectious disease.                                | Wash and dry hands using hot soapy water and disposable paper or air dryer: Before and after contact with a client, Where multiple procedures are performed on a client, wash hands before and after each procedure, Before resuming a procedure if interrupted, Immediately prior to putting on disposable gloves, Immediately after removing disposable gloves, Before and after smoking, eating or drinking, After touching the nose, mouth or handling a nasal tissue, After going to the toilet, After contact with blood or body fluids. Keep fingernails clean and short. Cover broken skin or sores. |  |
| 2.2 | SMOKING AND EATING   | Contaminated hands. Discomfort for client.           | Spread of infectious disease. Inhalation of hazardous fumes. | Do not smoke while undertaking skin penetration procedure.   |  |
| 2.3 | CLOTHING   | Soiled clothing.                                     | Spread of infectious disease.                                | Change clothing if soiled. Store soiled clothing separately.   |  |

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| 3.0 | ASEPTIC PROCEDURES   |   |  |   |  |
| 3.1 | SINGLE USE PRODUCTS  | Cross Contamination.  | Spread of infectious disease.                                  | Use single use products such as disposable gloves and paper towelling where possible.   |  |
| 3.2 | HANDLING STERILE ITEMS   | Contamination of sterile items.                                   | Spread of infectious disease.                                  | Use sterilised tongs or forceps to handle sterilised equipment or needles.  |  |
| 3.3 | CREAMS, OILS, PIGMENTS AND LOTIONS   | Cross Contamination.  | Spread of infectious disease. Contamination of stock solution. | Measure amounts into disposable containers for each client and use only for that client.  |  |
| 3.4 | APPLICATION OF CREAMS,<br>OINTMENTS ETC.                                   | Cross Contamination.  | Spread of infectious disease.                                  | Use disposable item eg. Spatula, to apply cream to each client.   |  |
| 3.5 | INSPECTION FOR NEEDLE DAMAGE   | Using damaged needles.  | Bodily harm or injury  | Inspect needles for damage before use. Do not test on operator's skin. Resterilise after repair and before use.   |  |
| 4.0 | CLEANING AND ST  | <b>TERILISATION OF EQUIP</b>                                      | PMENT  |   |  |
| 4.1 | CLEANING AND STERILISATION<br>PROCEDURE FOR ALL SKIN PIERCING<br>EQUIPMENT | Non effective destruction of organisms on contaminated equipment. | Spread of infectious disease.                                  | <ol> <li>Rinse equipment in warm water to remove blood or serum.</li> <li>Wash equipment in warm water and a mild alkaline detergent.</li> <li>Rinse equipment thoroughly in hot water and dry with a lint free cloth.</li> <li>Sterilise using steam sterilisation in accordance with table 1.</li> <li>Store under cover in a clean, dry and dust free environment. Sterilised equipment should remain in their autoclave bag until just prior to use</li> <li>Sterilisers should comply with AS2182 and 2192.</li> </ol>                                 |  |
| 4.2 | STERILISER MAINTENANCE (STEAM)   | Non effective sterilisation.                                      | Survival and spread of infectious disease organisms.           | Routine calibration by a trained technician. Use indicators to show that sterilisation is achieved.  Record keeping of sterilisation of all equipment.  |  |
| 4.3 | USE OF AUTOCLAVE BAGS  | Non effective sterilisation / exposure to infectious organisms.   | Survival of infectious organisms or recontamination.           | Package items in autoclave bags. After sterilisation, wait until bags are dry before opening.   |  |
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| 5.0 | SKIN PREPARATION   |   |  |   |  |
| 5.1 | SKIN PREPARATION   | Cross Contamination.  | Spread of infectious disease.                                  | The clients skin should be clean and free from infection, sores or wounds. Use a single use, disposable razor if shaving the site. Where razor blades have a detachable blade, the blade must be disposed of in a sharps container after each use. The blade handle must then be washed with water and detergent to remove contaminants and dried before reuse.  Clean skin and make a mark where piercing is to be undertaken. Swab skin with disinfectant (antiseptic) prior to carrying out the procedure. Leave sit to dry before penetrating the skin. |  |

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|     |                                       |   |   | Note: Skin penetration should not be carried out within 15cm of any skin infection or rash unless   |
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|     |                                       |   |   | undertaken by a health care practitioner.   |
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| 6.0 | ENVIRONMENT                           |   |   |   |
| 6.1 | CLEANING OF ENVIRONMENTAL<br>SURFACES | Ineffective cleaning. Incorrect handling.                   | Unclean surfaces – cross contamination. Injury to operator. | Clean environment surfaces with detergent and water. Use disinfectants only after physical cleaning of equipment or surfaces is complete and if bare skin contact is anticipated. Follow manufacturer's directions at all times. Do not use out of date chemicals.  |
| 6.2 | HANDBASINS                            | Lack of appropriate facility.                               | Spread of infectious disease.                               | Hot and cold water provided through a single outlet, plus soap and disposable paper towel or hot air dryer. Handbasins installed in new premises should have hygiene taps (elbow or foot or infrared operated). Hand basins in older premises should be kept clean.   |
| 6.3 | SURFACES                              | Cross Contamination   | Spread of infectious disease.                               | A routine cleaning procedure should be undertaken following each client visit to prevent the transfer of infectious agents from one client to the next. If blood was present on surfaces clean with detergent and water. 10mls of bleach to 1L of water can be used to disinfect the area.  |
| 6.4 | MANAGEMENT OF BLOOD SPILLS            | Contamination of surface, exposure to infectious organisms. | Spread of infectious disease.                               | Smaller Spills - Wear gloves - Wipe up spill with disposable paper towel or wipe - Clean area with warm water and detergent - Wash hands after handling contaminated item. Larger Spills - Wear disposable cleaning gloves, - Wipe up spill with disposable paper towel or wipe, - Clean area with warm water and detergent, - If necessary disinfect work surfaces with bleach, - Discard contaminated materials (wrapped) as general waste, - Wash hands. |
| 6.5 | WASTE DISPOSAL                        | Soiled materials contaminated with blood and body fluids.   | Spread of infectious disease.                               | Use container suitable for general waste materials i.e. prevents access by flies or vermin, and prevents emission of odours. Wrap any putrescible, blood soiled or contaminated waste before disposal. Remove waste from the premises at least once per week.   |
| 6.6 | SHARPS DISPOSAL                       | Sharps contaminated with blood or body fluids.              | Spread of infectious disease.<br>Needle stick injuries.     | Dispose of used sharps into appropriate sharps container which complies with AS 4031. Sharps containers should be collected regularly by an approved waste contractor for safe disposal.  |

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| 7.0 | NEEDLE STICK INJURIES                         |  |   |  |  |  |
| 7.1 | ACCIDENTLY DRAWN BLOOD                        | Blood or body fluid contamination.     | Transfer of infectious disease.             | Disinfect skin area with antiseptic such as povidone. Dispose of or wash contaminated items/surfaces.  |  |  |
| 7.2 | NEEDLESTICK INJURY (involving blood transfer) | Cross infection from used needles.     | Spread of infectious disease.               | Follow blood exposure Action Plan Appendix 1: 1. Wash the area thoroughly with soap and water, 2. Seek medical advice for high risk exposure, 3. Keep needle / sharp for testing.                    |  |  |
| 7.3 | EYE or MOUTH CONTAMINATION                    | Blood or body fluid contamination.     | Spread of infectious disease.               | Rise eyes gently while open with tap water or saline solution.  If blood enters the mouth, spit out the blood and rinse mouth thoroughly several times.  Seek medical advice for high risk exposure. |  |  |
| 7.4 | RECORDING THE INCIDENT                        | Injury or illness.                     | Legal action.                               | Advise manager or direct supervisor immediately.  Keep a record of all incidents, stating date, time and details of persons involved.  |  |  |
| 8.0 | LEGAL REQUIREMENTS                            |  |   |  |  |  |
| 8.1 | PUBLIC AND ENVIRONMENTAL HEALTH ACT           | Non Compliance with provisions of Act. | Legal action.                               | Ensure all operators are aware of the requirements of the Act and legal consequences. Abide by guidelines.   |  |  |
| 9.0 | HACCP PLAN                                    |  |   |  |  |  |
| 9.1 | HACCP PLAN                                    | Non Compliance.                        | Spread of infectious disease. Legal action. | Check through this HACCP Plan monthly or whenever new or altered procedures are implemented.   |  |  |

Adapted from the South Australian Health Commission's Hazard Analysis Critical Control Points

[Nov12]