

Yukon Health & Social Services  
Environmental Health Services

**Personal Service Premises Inspection Model**  
September 2013

# Personal Service Premises Inspection Model

Premises:	Address:
Owner/Operator:	Phone Number:
Date:	Time:
Inspector:	Area:

YES = In Compliance NO = Not in Compliance N/O = Not Observed at Time of Inspection N/A = Not Applicable

## Facility Requirements

<b>Premises is free from every condition that is or may become injurious to health or may hinder in any manner the prevention, mitigation or suppression of disease</b>	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Failure to operate and maintain premises free from every condition that may be a health hazard</i>				
<input type="checkbox"/> <i>Failure to provide a supply of water adequate for the operation of the premises</i>				
<input type="checkbox"/> <i>Evidence of significant insect/rodent infestation</i>				
<input type="checkbox"/> <i>Contact licensed pest control operator for insect/rodent/pest treatment and control</i>				
<input type="checkbox"/> <i>Sewage back-up observed within the premises</i>				
<input type="checkbox"/> <i>No electricity within the premises</i>				
<input type="checkbox"/> <i>CLOSE PREMISES</i>				

Notes:

<b>Premises is separate from any areas used for the purpose of living, dining, sleeping or other incompatible business</b>	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Client areas are separate from any portion of the premises used as a residence (e.g., for food preparation, dining and sleeping, and pets).</i>				
<input type="checkbox"/> <i>Client procedure areas are separate from any part of the PSE used as traffic flow areas or for retail purposes</i>				
<input type="checkbox"/> <i>Animals shall be prohibited with the exception of service animals trained to assist disabled persons. Animals are prohibited in areas where invasive procedures and cleaning and sanitizing are being done</i>				
<input type="checkbox"/> <i>Eating/food service is not permitted in areas where personal services are provided</i>				
<input type="checkbox"/> <i>Service of coffee, tea and other non-hazardous beverages is permitted provided that:</i> <ul style="list-style-type: none"> <li>- <i>it is located so as to be protected from contamination;</i></li> <li>- <i>single service cups and utensils are used;</i></li> <li>- <i>condiments are protected from contamination; and</i></li> <li>- <i>perishable dairy products are refrigerated</i></li> </ul>				

Notes:

<b>Premises is maintained in a clean, sanitary, pest-free condition, and in good repair</b>	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Surfaces are clean and in good repair</i>				
<input type="checkbox"/> <i>Adequate protection against the entrance of insects, birds, rodents, and other pests</i>				
<input type="checkbox"/> <i>Remove all materials not associated with the daily operation of the premises</i>				

Notes:

Mechanical Ventilation operable where required	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Install and maintain ventilation system in accordance with the local building bylaw and National Building Code</i>				
<input type="checkbox"/> <i>Maintain ventilation system in manner not permitting health hazard</i>				
<input type="checkbox"/> <i>Provide local exhaust ventilation if using chemical disinfectants or sterilants, or acrylic nail application</i>				
Notes:				
Lighting adequate for service	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Provide and maintain adequate lighting systems</i>				
<input type="checkbox"/> <i>Lighting is in proper working condition</i>				
<input type="checkbox"/> <i>Lighting level at any work station is a minimum intensity of 50 foot candles (538 lux)</i>				
Notes:				
Floors, walls, and ceilings clean and in good repair	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Work station counters, chairs, and floors are constructed so that surfaces are tight-fitting, smooth and non-absorbent</i>				
<input type="checkbox"/> <i>Surfaces are easily cleanable</i>				
<input type="checkbox"/> <i>Maintain surfaces in clean, sanitary conditions and in good repair</i>				
Notes:				
Hand-wash station provided	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Basin is easily accessible and located near work station</i>				
<input type="checkbox"/> <i>Hot and cold running water continuously supplied</i>				
<input type="checkbox"/> <i>Liquid handsoap in a dispenser provided</i>				
<input type="checkbox"/> <i>An adequate supply of paper towels in a dispenser are provided</i>				
<input type="checkbox"/> <i>Hands-free garbage bin is provided</i>				
<input type="checkbox"/> <i>Basin is not used for any other purpose</i>				
<input type="checkbox"/> <i>Free of clutter</i>				
Notes:				
Instrument/Equipment cleaning station provided	Yes	No	N/O	N/A
<input type="checkbox"/> <i>An adequate number of sinks provided for cleaning instruments/equipment used in the establishment</i>				
<input type="checkbox"/> <i>Hot and cold running water continuously supplied</i>				
<input type="checkbox"/> <i>Station is separate from the hand sinks in the washroom facilities and from the hand-washing stations</i>				
<input type="checkbox"/> <i>Sink(s) are large enough to accommodate the largest instrument/equipment to be cleaned</i>				
<input type="checkbox"/> <i>Located with suitable and adequate counter space on both sides for soiled and cleaned instruments/equipment.</i>				
<input type="checkbox"/> <i>Clean, organized and free from clutter</i>				
Notes:				

Toilet facilities provided for staff and public	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Maintain in clean, sanitary condition and in good repair</i>				
<input type="checkbox"/> <i>Hot and cold running water continuously supplied</i>				
<input type="checkbox"/> <i>Liquid handsoap in a dispenser provided</i>				
<input type="checkbox"/> <i>An adequate supply of paper towels in a dispenser are provided</i>				
<input type="checkbox"/> <i>An adequate supply of toilet paper is provided</i>				
<input type="checkbox"/> <i>Mechanical ventilation provided</i>				
<input type="checkbox"/> <i>Garbage bin for used towels and waste is provided</i>				
Notes:				
Garbage and wastes are handled in a sanitary manner	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Ensure all garbage is removed at the end of each day</i>				
<input type="checkbox"/> <i>Ensure sharps are not disposed of in municipal garbage</i>				
<input type="checkbox"/> <i>Dispose of sharps in an approved sharps container</i>				
<input type="checkbox"/> <i>Ensure cloths used for wiping up blood/body fluids are disposed of in a sealed, leak-proof bag in the regular garbage</i>				
<input type="checkbox"/> <i>Ensure the sharps container is disposed of in an approved manner (biomedical waste disposal)</i>				
<input type="checkbox"/> <i>Provide a plastic-lined garbage pail covered with a lid in each work area</i>				
Notes:				
Sewage Disposal System requirements are met	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Premises is serviced by municipal sewer system</i>				
<input type="checkbox"/> <i>Premises is serviced by an approved Sewage Disposal System</i>				
Notes:				
Drinking Water System requirements are met	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Premises is serviced by a Large Public Drinking Water System</i>				
<input type="checkbox"/> <i>Premises is serviced by a permitted Small Public Drinking Water System</i>				
<input type="checkbox"/> <i>Water sampling as per regulations</i>				
Notes:				
<b>Equipment Requirements</b>				
Reusable instruments and equipment are stored, handled and maintained in good condition	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Instruments/equipment are maintained in good repair</i>				
<input type="checkbox"/> <i>Remove or discard cracked, chipped, rusted or otherwise damaged instruments/equipment that cannot be adequately cleaned</i>				
<input type="checkbox"/> <i>Clean instruments and equipment are stored separately from dirty equipment and instruments</i>				
<input type="checkbox"/> <i>Store clean, sterilized instruments in a manner that protects them from contamination</i>				
<input type="checkbox"/> <i>Adequate storage is available for instruments and equipment</i>				
<input type="checkbox"/> <i>Dirty equipment is clearly marked and stored in a labelled, puncture resistant container with lid separate from sterile items</i>				
Notes:				

Single-use equipment, instruments and supplies are properly disposed of	Yes	No	N/O	N/A
<input type="checkbox"/> Provide a sharps container (puncture resistant, labelled "biohazard") for all disposable sharps				
<input type="checkbox"/> Dispose of all single-use equipment, instruments and supplies immediately after use				
<input type="checkbox"/> Do not reuse single-use items				
<input type="checkbox"/> All dispensed products (lotion, cream, oil, wax, antiseptics) must be dispensed in a manner which does not contaminate the remaining portion (e.g. no double dipping)				
Notes:				
Proper use and testing of sterilizer (autoclave)	Yes	No	N/O	N/A
<input type="checkbox"/> Provide a sterilizer that meets Canadian Standards Association (CSA) specifications for use in healthcare or allied health facilities				
<input type="checkbox"/> Keep instruction manual onsite and readily accessible				
<input type="checkbox"/> Test and service sterilizer regularly, according to manufacturer's directions for installation, operation, testing and maintenance, to ensure it is functioning according to specification				
<input type="checkbox"/> Physical, chemical and biological monitoring of sterilizer is conducted: <b>Physical:</b> Maintain a log to include temperature, pressure, cycle length, and test results for each load <b>Chemical:</b> Enclose instruments with a temperature-sensitive indicator in a package designed and manufactured for use with the sterilizer chosen <b>Biological:</b> Conduct monthly biological monitoring (spore testing) of each operating sterilizer. Send to an accredited laboratory for testing				
<input type="checkbox"/> Load the sterilizing chamber correctly and do not overload (see the manufacturer's instructions)				
<input type="checkbox"/> Label sterilized and packaged instruments with the sterilization date				
<input type="checkbox"/> Store the instruments properly for protection from contamination, ensuring they are in a clean, dry, dust-free area (closed shelves) at least 15 cm (6 in) off the floor				
Notes:				
Laundry requirements are met	Yes	No	N/O	N/A
<input type="checkbox"/> Where applicable, a separate and clean towel, pillow covering and other washable items shall be used for each customer				
<input type="checkbox"/> Soiled laundry (towels, pillow coverings and other washable items) are placed in a suitable container (laundry bag or container with a lid) entirely separate from the clean items				
<input type="checkbox"/> Wash soiled laundry daily in a washing machine. Dry in a clothes dryer set at the highest temperature setting Store clean laundry in a clean and protected environment				
Notes:				
Cleaning, disinfection and sterilization of reusable equipment and instruments *Any equipment or item that is handled during a procedure is considered contaminated	Yes	No	N/O	N/A
<input type="checkbox"/> Wear personal protective equipment (e.g., thick rubber gloves) for cleaning				
<input type="checkbox"/> Take instruments/equipment apart to allow effective cleaning				
<input type="checkbox"/> Clean contaminated instruments/equipment immediately after use or soak in clean water				
<input type="checkbox"/> Clean and disinfect instruments/equipment according to classification (critical, semi-critical, non-critical)				
<input type="checkbox"/> Instruments and equipment are cleaned using warm, soapy water				
<input type="checkbox"/> After removing gross soil (tissue, body fat, blood and other body substances), an ultrasonic cleaning device with appropriate detergent or enzymatic cleaner may be used. Ultrasonic must have lid in place during operation to prevent splattering. Empty and clean device daily.				
<input type="checkbox"/> Rinse cleaned instruments/equipment with water to remove loosened soil and residual detergent prior to disinfection or sterilization, air dry				
<input type="checkbox"/> Clean instruments and supplies are packaged individually or in functional sets and in sealed autoclave envelopes prior to being sterilized				
<input type="checkbox"/> A disinfectant and concentration that meets the appropriate level of disinfection is provided: 1. Critical instruments/equipment must be cleaned and sterilized 2. Semi-critical instruments/equipment must be cleaned and disinfected with a high level disinfectant 3. Non-critical instruments/equipment must be cleaned and disinfected with an intermediate or low level disinfectant				
<input type="checkbox"/> Clean, disinfect and dry-store rubber cleaning gloves, brushes/pads, etc. after each use				

Notes:

**Infection Control and Prevention Practices**

*Invasive Personal Services Requirements*

\*Invasive Personal Services include any procedure that penetrates intact skin (e.g. tattooing, permanent make-up, body piercing)

General requirements for invasive personal services are met

Yes No N/O N/A

- Work surfaces are tight, smooth, non-porous, and are cleaned and disinfected with a low to intermediate-level disinfectant after each client service
- Tables, chairs, headrests, mats and other surfaces that come in direct contact with the client's skin during procedure have a smooth, non-porous finish, and are cleaned and disinfected with a low to intermediate-level disinfectant after each session
- Personal service worker who perform invasive procedures wear single-use, impervious disposable gloves during procedure
- If skin is to be shaved, area is sprayed with a solution of soap and water. Single-use, disposable razors are used and immediately discarded into sharps container after each client
- Pre-packaged sterilized items are purchased from a reputable supplier and records of purchase and sterilization certificates are kept on site
- Each sterile package is clearly marked with the method of sterilization used by the manufacturer and a batch/lot/code number
- Treatment area is cleaned with approved skin antiseptic ensuring the required contact time with the skin
- Client is provided with appropriate protective equipment and garments
- After care instructions are available, dispensed and explained to clients both verbally and written including instructions to seek medical advice if complications occur

Notes:

Requirements for tattooing/micropigmentation are met

Yes No N/O N/A

- Any items that may be handled during the procedure are covered with single-use plastic coverings. The plastic is discarded after each client service
- Disposable ink caps are cleaned and disinfected with intermediate-level disinfectant prior to use
- Disposable cups are used for rinse water
- Lubricating products, inks, soaps, skin antiseptics are handled properly, without contaminating bulk supply
- Only sterile, single-use, disposable items are being used to penetrate the skin and/or mucous membranes (e.g. needles and lancets)
- Needles requiring modification or attachment to other items (e.g. tattoo needles to the needle bar) must be cleaned and sterilized before use
- Elastic bands (used to apply pressure on the needle bar in the tattoo machine assembly) are removed and disposed of after each client service
- Stencils are discarded after each client
- All inks, cups, liquids, lubricating products are discarded after each client and not reused

Notes:

Requirements for body piercing are met

Yes No N/O N/A

- Easy to clean, non-porous tray lined with a single-use disposable towel is used to hold the instruments and supplies.
- Tray is cleaned and disinfected with a low to intermediate-level disinfectant after each piercing
- Single-use stainless steel hollow skin piercing needles are used
- A new sterilized piercing needle is used for each client and each piercing procedure, needles are not reused
- Sterilized instruments and supplies remain in sterile packages until use
- Sterilized instruments and supplies do not come in contact with any contaminated surface during use
- Callipers used to measure the piercing site must be cleaned and disinfected with low level disinfectant at a minimum.
- All jewelry are cleaned and individually packaged and sterilized before use. Jewelry made from acrylic, bone and horn, etc. must not be used for fresh piercing

<input type="checkbox"/> The site(s) to be pierced must first be cleaned with an approved skin antiseptic; then marked with an 'iodine' felt tip/marketing pen, after one minute, once the pen mark has dried, the site(s) are to be cleaned again with the approved skin antiseptic just prior to piercing. Single-use items (e.g. toothpicks, etc.) and ink (gentian violet) may also be used to mark such areas				
<input type="checkbox"/> Needle pushers are cleaned and disinfected with an intermediate-level disinfectant after each use				
<input type="checkbox"/> Insertion tapers, receiving tubes, forceps, ring opening and closing pliers, etc. are cleaned and sterilized after each use				
<input type="checkbox"/> Closed-ended receiving tubes must be sterile, single-use and disposable. Open ended receiving tubes can be cleaned with a wire brush and sterilized between uses				
<input type="checkbox"/> Single use elastic bands and corks are discarded after each use				
<input type="checkbox"/> If a dermal punch tool is used on the client, it must be sterile and pre-packaged and single use.				
<input type="checkbox"/> If using dermal punch method, (biopsy) tools must be purchased as sterile single-use disposable items. These devices cannot be re-used and must be disposed of in an approved sharps container immediately after use.				
<input type="checkbox"/> Full strength antibacterial mouth rinse is used before oral, or mouth piercing				
<input type="checkbox"/> Any lubricant or ointments used during the procedures must be dispensed in a manner which does not contaminate the bulk container. Leftover products are discarded after each client and not reused				
Notes:				
Requirements for ear piercing are met	Yes	No	N/O	N/A
<input type="checkbox"/> Ear-piercing guns can be used only for piercing earlobes, not other parts of the ear or body				
<input type="checkbox"/> Use ear-piercing systems equipped with presterilized, disposable capsules or disposable adaptors. Ear piercing systems without disposable adaptors or cartridges are NOT RECOMMENDED				
<input type="checkbox"/> All piercing guns must be thoroughly cleaned and disinfected with a low level disinfectant before and after each use				
<input type="checkbox"/> Store piercing gun in a clean, covered container when not in use.				
<input type="checkbox"/> Only studs that have been taken from a sealed package can be used. Double-packaged studs must be sold in pairs, even if only a single ear is pierced				
<input type="checkbox"/> Sterile studs must not be handled with bare hands				
<input type="checkbox"/> All guns must be capable of being loaded without the need to touch the studs or the stud holding devices on the gun				
<input type="checkbox"/> Disposable cartridges must be disposed of after each client				
<input type="checkbox"/> If a piercing site is to be marked it must be: first cleaned with an approved skin antiseptic, then marked with an iodine felt tip/marketing pen. Wait one minute until the pen mark is dried, clean the site again with an approved antiseptic and then pierce the skin				
Notes:				
Requirements for acupuncture are met	Yes	No	N/O	N/A
<input type="checkbox"/> Use single-use, disposable, sterile needles and discard immediately after use				
<input type="checkbox"/> Each individual needle must only be used on one site on the same client. Do not save used needles for clients.				
<input type="checkbox"/> The reusable handles for seven-star or plumblossom needles must be cleaned and then disinfected using a high-level disinfectant after each client use				
<input type="checkbox"/> Care must be taken to touch only the upper part of the needle (called the 'handle') when removing them from the packaging, particularly when the needles are bundled together				
<input type="checkbox"/> Any unused bundled needles must be discarded after each client				
<input type="checkbox"/> Instruments (i.e. tweezers, forceps) coming in contact with the needle(s) after insertion into the client, must be cleaned and then high-level disinfected between clients				
<input type="checkbox"/> Electro-stimulation metal clips/hoops must be cleaned then thoroughly wiped using a high-level disinfectant after each client				
<input type="checkbox"/> Items used for cupping must be cleaned and then high-level disinfected between clients				
Notes:				
Requirements for electrolysis are met	Yes	No	N/O	N/A
<input type="checkbox"/> Use single-use, pre-packaged disposable, sterile needles and discard immediately after use				
<input type="checkbox"/> The removable tip/cap of the epilator needle/probe holder must be cleaned and disinfected with a high-level disinfectant after each client				
<input type="checkbox"/> The epilator cord must be protected with a non-absorbent single-use plastic cover. The plastic is discarded after each client service				

<input type="checkbox"/> Equipment/instruments used in laser hair removal must be cleaned, then either disinfected or sterilized or disposed of as appropriate after each client	
<input type="checkbox"/> Reusable items used to remove ingrown hairs must be cleaned and then sterilized after each use	
<input type="checkbox"/> Instruments used to hold sterile items (e.g. tweezers) must be high-level disinfected or sterilized between uses	
<input type="checkbox"/> Single-use sterile needles should be used to expose the ingrown hairs	
<input type="checkbox"/> Instruments NOT used to remove ingrown hairs, but used only to pull the hair, must be cleaned and disinfected with a high-level disinfectant between uses	

Notes:

### Non-Invasive Personal Services Requirements

General requirements for non-invasive personal services are met	Yes	No	N/O	N/A
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<input type="checkbox"/> Work surfaces are tight, smooth, non-porous, and are cleaned and disinfected with a low to intermediate-level disinfectant after each client service or covered with a single-use towel or linen for each client and disinfected at a minimum of once per day	
<input type="checkbox"/> All laundered items (e.g. linens, towels, and sheets) used for service are stored in a manner that prevents contamination	
<input type="checkbox"/> Used/dirty items to be laundered are stored in a covered container	
<input type="checkbox"/> Laundry is washed using hot water and dried in clothes dryer on highest heat setting	
<input type="checkbox"/> Tables, chairs, headrests, mats and other surfaces that come in direct contact with the client's skin during procedure have a smooth, non-porous finish, and are cleaned and disinfected with a low to intermediate-level disinfectant after each session	
<input type="checkbox"/> Storage areas are clean and uncluttered; all chemical and supplies are well labeled	
<input type="checkbox"/> All dispensed products (e.g. lotion, cream, oil, wax, antiseptics) are dispensed in a manner which does not contaminate the remaining portion (i.e. no double dipping)	
<input type="checkbox"/> All clean items, instruments and equipment are stored in a sanitary manner when not in use (e.g. covered containers, cover on wax pot, etc.)	
<input type="checkbox"/> Ultraviolet (UV) radiation is not a suitable method of disinfection or sterilization. UV radiation is only used following an approved method of disinfection	
<input type="checkbox"/> Items used for hair control (e.g. combs, bandeaus, barrettes, etc.), are single-use disposable or are cleaned and sanitized with a low level disinfectant after each client use	

Notes:

Requirements for facials, make-up and face painting are met	Yes	No	N/O	N/A
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<input type="checkbox"/> Equipment that cannot be properly cleaned and disinfected between clients are single use (e.g. facial sponges, cotton balls, tissues, applicators, facial steamer machine inserts etc.) and must be discarded immediately after use	
<input type="checkbox"/> Only pre-packaged, single-use, sterile needles or lancets are used for extractions. Used needles or lancets are discarded into an approved sharps container after each use	
<input type="checkbox"/> All reusable equipment that contacts only intact skin is thoroughly cleaned and then low to intermediate level disinfected after each use	
<input type="checkbox"/> All reusable equipment that comes in contact with non-intact skin, blood or bodily fluids, requires cleaning and disinfection with an intermediate to high level disinfectant (e.g. high frequency glass or metal probes, comedone extractors).	
<input type="checkbox"/> Water in the facial steam vapour machine is emptied and basin is cleaned and disinfected daily	
<input type="checkbox"/> Use single use applicators for applying eye make-up (no double dipping)	
<input type="checkbox"/> Make-up applicators/brushes, stencils used on areas other than the eyes are washed with soap and water, rinsed, and disinfected with a low level disinfectant after each client	
<input type="checkbox"/> Make-up pencils/Face crayons are cleaned with disposable wet-wipe and sharpened between uses. Sharpener is cleaned and disinfected with a low level disinfectant daily.	

Notes:

Requirements for manicures, pedicures and nail treatment are met	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Work surface is covered with clean, single-use covering (e.g. towel) during each client service</i>				
<input type="checkbox"/> <i>Single-use instruments (e.g. emery boards, hindostones, orange sticks, buffers, pumice stones, toe separators) are to be used only once then discarded or given to the client to take with them</i>				
<input type="checkbox"/> <i>Multi-use instruments/tools (e.g. glass/diamond nail files, nippers, clippers) are cleaned with soap and warm water using a scrub brush and then disinfected with an intermediate or high level disinfectant after each client</i>				
<input type="checkbox"/> <i>Multi-use tools are stored in a clean, covered container when not in use.</i>				
<input type="checkbox"/> <i>Pedicure blades (credo blades) are used once then discarded into an approved sharps container</i>				
<input type="checkbox"/> <i>Styptic pencils must not be used on clients. Styptic in powder or liquid form with a disposable applicator is used to stop bleeding on clients.</i>				
<input type="checkbox"/> <i>Instruments that accidentally break the skin during a procedure are cleaned and disinfected with a high level disinfectant (Sterilization is preferred)</i>				
<input type="checkbox"/> <i>Manicure/Pedicure bowls and foot baths are cleaned and disinfected with an intermediate level disinfectant after each client</i>				
Notes:				
Requirements for hair removal are met	Yes	No	N/O	N/A
<input type="checkbox"/> <i>All hair removal products (e.g. wax, sugar, thread) are dispensed in a manner that does not contaminate the remaining portion</i>				
<input type="checkbox"/> <i>Hair removal products are not reused or recycled</i>				
<input type="checkbox"/> <i>Only single-use spatulas are used to apply product. Once contact is made with client's skin the spatula is discarded (no double dipping)</i>				
<input type="checkbox"/> <i>Reusable applicators must be constructed of non-porous material which can be easily cleaned and disinfected</i>				
<input type="checkbox"/> <i>All single-use disposable items (e.g. cloth/paper strips, threads etc.) are discarded after each client</i>				
<input type="checkbox"/> <i>Rollerhead wax applicators are single-use and disposed of after each client. Cartridge casing must be cleaned and disinfected with a low level disinfectant between clients</i>				
<input type="checkbox"/> <i>Tweezers used after the waxing process to remove hairs are to be cleaned and disinfected using intermediate to high level disinfectant after each client</i>				
<input type="checkbox"/> <i>If reusable equipment is used to REMOVE an ingrown hair, it must be cleaned and sterilized between clients. This is considered an invasive procedure because the item has intentionally penetrated the skin</i>				
<input type="checkbox"/> <i>Multi-use instruments such as stainless steel spatulas, are cleaned with soap and water, then disinfected with an intermediate to high-level disinfectant</i>				
<input type="checkbox"/> <i>Lotions and oils are dispensed from pump bottle to prevent cross-contamination</i>				
Notes:				
Requirements for hairstyling and barbering are met	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Scissors, hair clippers and re-usable straight blades for cutting hair should be cleaned and disinfected using a low level disinfectant between clients.</i>				
<input type="checkbox"/> <i>Clippers, trimmers, edgers and scissors that may accidentally nick or break the skin must be cleaned and disinfected with an intermediate to high level disinfectant.</i>				
<input type="checkbox"/> <i>Single use, disposable blades used for shaving must be discarded in an approved sharps container immediately after use.</i>				
<input type="checkbox"/> <i>Straight razors used for shaving must be single use or cleaned and sterilized in an autoclave between clients.</i>				
<input type="checkbox"/> <i>Styptic pencils must not be used on clients. Styptic in powder or liquid form with a disposable applicator is used to stop bleeding on clients.</i>				
<input type="checkbox"/> <i>Crochet hooks used for cap highlights must be cleaned and disinfected with an intermediate to high level disinfectant.</i>				
<input type="checkbox"/> <i>Reusable capes must be used with single-use neck strips or towels that are laundered after each client</i>				
Notes:				
Requirements for massage are met	Yes	No	N/O	N/A
<input type="checkbox"/> <i>Client contact surface is free from cracks, disrepair and is easily cleanable</i>				
<input type="checkbox"/> <i>Lotions and oils are dispensed from pump bottle to prevent cross-contamination</i>				
<input type="checkbox"/> <i>Massage stones are cleaned and low level disinfected after each use and stored dry</i>				
Notes:				

Requirements for tanning and laser equipment are met	Yes	No	N/O	N/A
<input type="checkbox"/> Ultraviolet (UV) lamps (including UV tanning equipment) comply with the regulations specified under the Radiation Emitting Devices Act: <a href="http://laws-lois.justice.gc.ca/eng/acts/R-1/index.html">http://laws-lois.justice.gc.ca/eng/acts/R-1/index.html</a>				
<input type="checkbox"/> Laser devices for cosmetic treatments comply with Health Canada requirements under the Radiation Emitting Devices Act and the Medical Devices Regulations				
<input type="checkbox"/> Protective eye wear is single-use or cleaned and high level disinfected between client uses				
<input type="checkbox"/> Tanning bed is cleaned and disinfected with a low to intermediate level disinfectant after each use				
Notes:				
<b>Health and Hygiene</b>				
Client health and hygiene are evaluated and proper procedures followed	Yes	No	N/O	N/A
<input type="checkbox"/> Ensure the part of the body to be treated is free from cuts, wounds, rash, fungus, or visible skin disease				
<input type="checkbox"/> Personal service is not conducted if any of above are present and client is advised to seek a health assessment from a health care provider prior to procedure				
Notes:				
Personal service worker health and hygiene are satisfactory	Yes	No	N/O	N/A
<input type="checkbox"/> Personal service worker exhibits good personal hygiene, wears clean clothing and refrains from eating, smoking or drinking while providing a service or while in the service areas				
<input type="checkbox"/> Personal service worker washes his/her hands with soap and water for 10-15 seconds before each client and between procedures				
<input type="checkbox"/> Personal service worker is free from open lesions or other skin conditions on hands and other areas of body. If present, these areas are adequately covered				
<input type="checkbox"/> Personal service worker who perform invasive procedures are vaccinated against Hepatitis B				
<input type="checkbox"/> Personal service worker protects eyes, nose, mouth and uncovered skin from blood and body fluids by wearing protective coverings during procedures where body fluid contact is a possibility				
Notes:				
<b>Record Keeping</b>				
Accurate client records are kept for invasive procedures	Yes	No	N/O	N/A
<input type="checkbox"/> Client signs a dated consent form acknowledging that he/she understands the nature, possible consequences and health risks of the procedure and is undertaking procedure of his/her own will, not under influence of drugs or alcohol				
<input type="checkbox"/> Client records include client's full name, complete address and phone number and personal service worker performing procedure				
<input type="checkbox"/> Client records include the date and details of the procedure				
<input type="checkbox"/> Client records are kept for a minimum of one year onsite and on file for a minimum of 5 years				
<input type="checkbox"/> Client records include any relevant comments and details of any incidents				
Notes:				
Accurate records are kept for accidental exposures	Yes	No	N/O	N/A
<input type="checkbox"/> Accidental blood and body fluid exposure records are kept onsite for one year and on file for a minimum of 5 years				
Notes:				