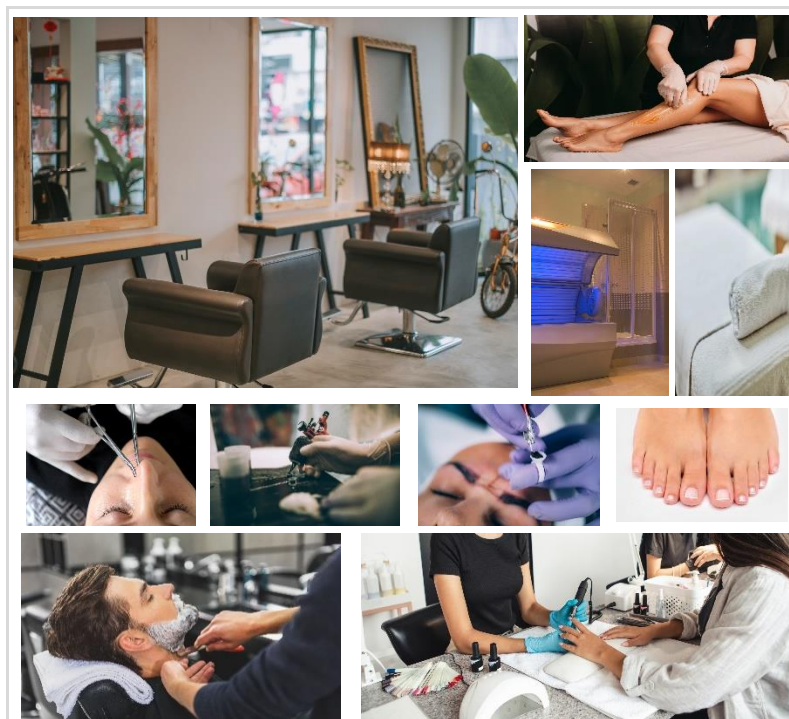




Interior Health

## Health Approval for Personal Service Establishments



Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Däkelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tšilhqot'in Nations where we live, learn, collaborate and work together

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## Introduction

This document provides applicants with a step-by-step guide to assist with the process of applying for health approval to operate a Personal Service Establishment (PSE).

Applications, with supporting documents, need to be submitted to your local [Environmental Public Health & Licensing Office](#) well in advance of the anticipated opening of your PSE. Incomplete application packages may be rejected or may result in processing delays.

A previous owner's approval is not transferable.  
Each operator/ owner must apply for service(s) they provide.

A personal service establishment is defined as an establishment in which a person provides a service to or on the body of another person. All personal service establishments are regulated by the *Public Health Act [SBC 2008] C. 28* and *Regulated Activities Regulation 161/2011*.

Some services, such as those given by a Registered Acupuncturist, a Registered Traditional Chinese Medicine Practitioner or a Registered Massage Therapist, are considered restricted activities and may be exempt from this process, as these services are performed by a member of a college or professional association. Regulations under the *Health Professions Act [RSBC] C. 183* make it an offence, except as authorized under the Act, for a non-member to perform any service that is defined as a restricted activity under that regulation.

## General information and resources for Personal Service Establishments

Ministry of Health – Provincial Guidelines for Personal Service Establishments

<http://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/pses-mpes#pse>

Interior Health – Personal Services

<https://www.interiorhealth.ca/information-for/businesses/personal-services>

## Complete and Submit the Required Documents for Health Approval

**Incomplete submissions will not be reviewed.** Ensure **all** of the following documents are completed and submitted:

- A. Application for Health Approval Form [820285](#)
- B. Floor plan for the PSE ([Appendix 1](#))
- C. List of services provided and instruments/equipment used ([Appendix 2](#))
- D. Infection control plan ([Appendix 3](#))
- E. Operator's training and certification (Recommended)

*Note: It is your responsibility to ensure that you have met all the applicable requirements of other government agencies, for example, building inspectors and business license requirements.*

Once the above noted documents are provided, your application will be reviewed. You will be contacted if more information is required, the application is approved or an initial inspection is required. Inspections are completed to ensure that the establishment has been constructed in accordance with the approved floor plans and meets public health standards and regulations.

## A. Application Form

An [application](#) form completed in **full** must be submitted. Incomplete application forms will be **rejected**.

If required, refer to Table 1 in the BC [Guidelines for Personal Service Establishments](#) for examples of personal services. Contact your local Environmental Health Officer (EHO) with specific questions on services not listed. An EHO can identify if the service is considered a personal service, a restricted activity that must be performed by a “registrant” as defined by the [Health Professions Act](#), a service that is not authorized to be performed within B.C. or not a personal service.

## B. Floor Plans

Floor plans must be provided for new applications or when an existing PSE is undergoing renovations, adding or changing services being provided.

### Required information for floor plans

- Scaled drawing with dimensions that show the entire layout, identify each area, activity and procedure.
- List of equipment with specifications.
- Finishing details for floors, walls, and ceiling.

Refer to the [Guidelines for Personal Service Establishments](#) for facility design criteria. An example floor plan is provided in [Appendix 1](#) for a nails and esthetic salon.

***All Personal Service Establishments should have a minimum of one designated hand washing station which is:***

- ***Conveniently located near each work area(s), and accessible without touching any door handles or curtains.***
- ***Separate from washroom sinks and sinks used for equipment/instrument cleaning.***

## C. List of Services, Instruments and Equipment

Submit a full list of services that will be provided within your facility, including any services you plan to offer in the future.

A full list of services is necessary to assess the suitability of the proposed layout of the personal service establishment.

Along with the list of services, list the instruments and equipment that are going to be used for each of the services. EHO's may also request the manufacturer's specifications for a particular instrument or piece of equipment. This is to ensure that all the instruments and equipment listed are approved for use in Canada and designed/suitable for the intended purpose.

Devices such as lasers, tanning machines, and other medical devices must meet Health Canada requirements pursuant to the *Radiation Emitting Devices Act* and/or Medical Devices Regulations.

The manufacturer for any medical device must be licenced by the Medical Devices Bureau with Health Canada before the device can be offered for sale in Canada. If a device has not received a licence to be sold in Canada it cannot be used within a personal service establishment.

Refer to the BC [Guidelines for Personal Service Establishments](#) for an overview of instruments/equipment requirements. See [Appendix 2](#) for a template to create your list of services and instruments/equipment.

#### **D. Infection Control Plan**

Submit an infection control plan.

An infection control plan is a set of written standard practices that describes the methods and procedures for cleaning, disinfecting and/or sterilization for all instruments, equipment and surfaces that come in direct contact with a client. The goal of infection prevention and control is to prevent the spread of infection or illness to clients and operators. It is developed and maintained by a PSE operator and is unique for each Personal Service Establishment.

There are 5 components to an effective infection control plan:

- A. Sterilization Procedures
- B. Disinfection Procedures
- C. Single Use Instrument/Equipment Procedures
- D. Hand washing
- E. Laundering Procedures.

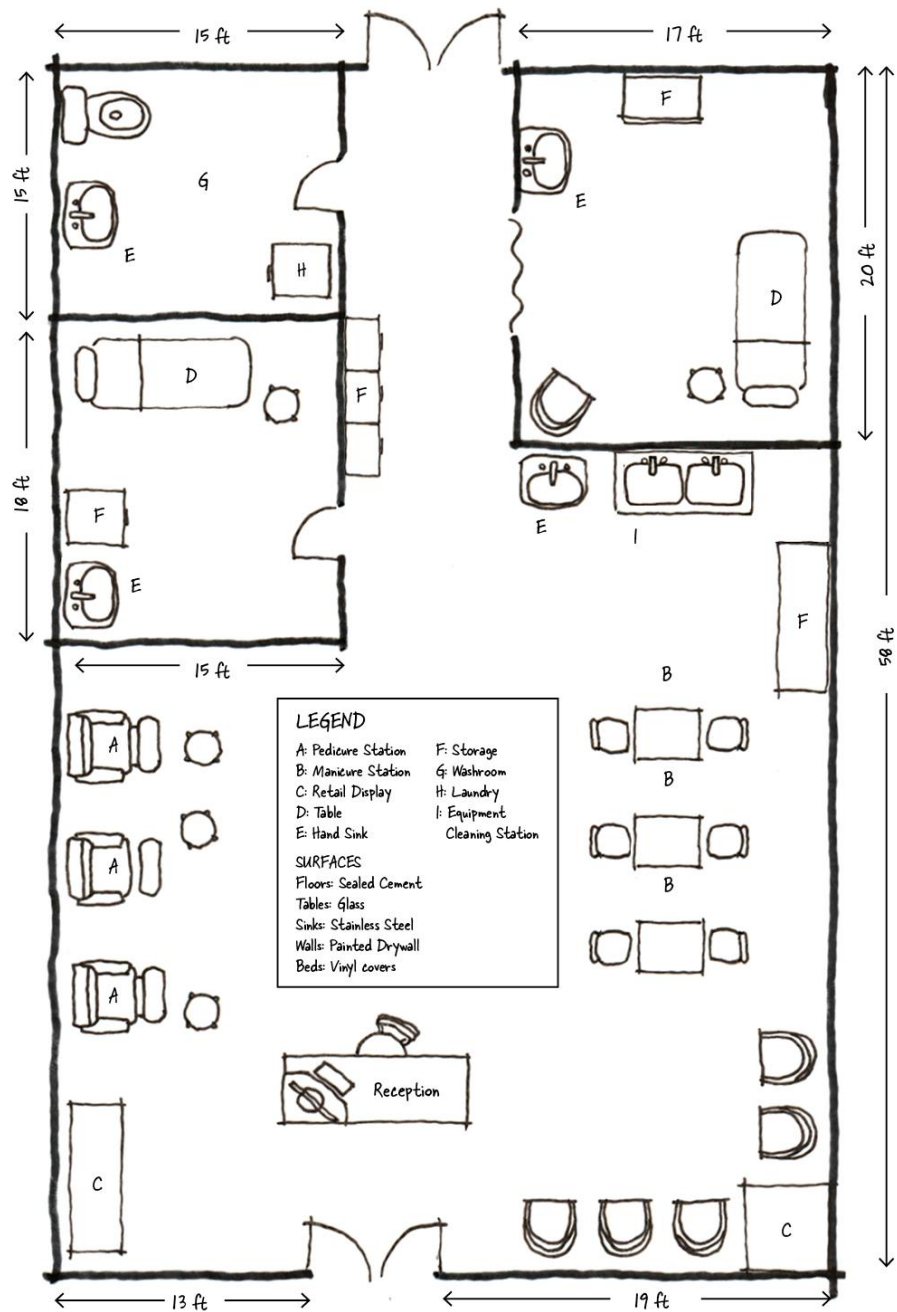
Refer to [Appendix 3](#) for a template to create an infection control plan. Operators may also develop your own infection control plan if preferred, containing similar relevant information. Note that the local EHO may request additional information.

Refer to the BC [Guidelines for Personal Service Establishments](#) for equipment classification and procedures for cleaning, disinfection and sterilization.

#### **E. Operators Training and Certification**

Although there are no provincial training or certification requirements for personal service establishment operators, it is recommended that operators receive education and training for their proposed services. List any courses that you have completed and provide certificates where applicable.

## Appendix 1: Generic Floor Plan for a Nail and Esthetics Salon



EXAMPLE ONLY

## Appendix 2: List of Services and Equipment Used

List of Services and Equipment Used	
Service	Equipment/Instruments Used (Specify if single use only)

### Appendix 3: Infection Control Plan:

A. Sterilization Procedure, B. Disinfection Procedures, C. Single Use Procedures, D. Hand washing, and E. Laundering Procedures.

Fill out all that apply.

A - Sterilization Procedure					
Category*	Name of Equipment or Instrument	Cleaning Procedure **	Sterilization Equipment Details	Sterilization Procedures	Sanitary Storage
Critical		<b>Soap</b>  <b>Cleaner</b>  <b>Product Name:</b>	<b>Autoclave:</b>  <b>Brand:</b>  <b>Model:</b>  <b>CSA approved</b> Yes      No	<b>Temperature:</b>  <b>Time:</b>  <b>Pressure:</b>  <b>Type of Packets – colour/indicator</b>  <b>Spore test</b>  <b>Laboratory Name:</b>	<b>In sterilized packets until use.</b>  <b>Where is your storage?</b>
		<b>Enzymatic Cleaner</b>  <b>Product Name:</b>  <b>Describe process below:</b>	<b>Chemiclave:</b>  <b>Brand:</b>  <b>Model:</b>  <b>CSA approved</b> Yes      No		
<b>** Cleaning Procedure</b> - <u>Describe</u> the process including cleaning agents, concentrations and soak times. Attach specification sheet if required. Use separate sheet for additional information:					
<b>*Category</b> - Use page 10-11 of the BC <a href="#">Guidelines for PSE</a> to determine the category for the equipment/instrument. Appendix A and B in the Guideline provides examples of acceptable disinfectants and instrument/equipment categorizations.					



B - Disinfection Procedures – Semi-Critical					
Category*	Name of Equipment or Instrument	Cleaning Procedure **	Disinfection Name and Active Ingredient	Procedures	Sanitary Storage
Semi-Critical		<b>Soap</b>  <b>Cleaner</b>  <b>Product Name:</b>		Mixing Process (if applicable) Minimum Soak Time:  Change Solution:	<b>Where is your storage?</b>
<b>** Cleaning Procedure</b> - Describe the process including cleaning agents, concentrations and soak times. Attach specification sheet if required. Use separate sheet for additional information:					
<b>*Category</b> - Use page 10-11 of the BC <a href="#">Guidelines for PSE</a> to determine the category for the equipment/instrument. Appendix A and B in the Guideline provides examples of acceptable disinfectants and instrument/equipment categorizations.					

B - Disinfection Procedures – Non-Critical					
Category*	Name of Equipment or Instrument	Cleaning Procedure **	Disinfection Name and Active Ingredient	Procedures	Sanitary Storage
Non-Critical		<b>Soap</b>  <b>Cleaner</b>  <b>Product Name:</b>			<b>Where is your storage?</b>
<b>** Cleaning Procedure</b> - Describe the process including cleaning agents, concentrations and soak times. Attach specification sheet if required. Use separate sheet for additional information:					
<b>*Category</b> - Use page 10-11 of the BC <a href="#">Guidelines for PSE</a> to determine the category for the equipment/instrument. Appendix A and B in the Guideline provides examples of acceptable disinfectants and instrument/equipment categorizations.					

C - Single Use Procedures			
Category	Name of Equipment or Instrument	Methods of Disposal (Sharps must be discarded in Sharps Container)	Sanitary Storage of New Items
Single-Use			Where is your storage?

D - Hand Washing Procedures			
	When	How often	Wash hand with Product name
Hand Washing Procedures			

E - Laundering Procedures					
	Washing detergents	Washing: Other chemicals (e.g. bleach)	Washing settings	Drying settings	Storage
Laundering Procedures	Product Name:	Product Name:			Where is your storage?