Infection Prevention Plan Operator Template

NOVA SCOTIA

Facility Name _____ Effective Date _____

The operator and personnel of the above body art facility have developed this Infection Prevention Plan (IPP) to reduce the risk of infection and reduce the risk of cross-contamination between personnel, facility, instruments and clients. This plan is required to comply with Section 24 of the Regulations Respecting Safe Body Art, Nova Scotia (Appendix A).

All body art personnel have access to the plan and can review it at any time during their work shifts.

The facility operator is responsible for administering the IPP and providing training to all personnel (artists and staff). Training will be provided annually and whenever changes are made to this document or any practices.

This template is a guide for industry to help them develop their required IPP. It addresses some common infection prevention strategies for body art facilities. It does not address every situation that may occur. Adapt this material to your specific facility infection prevention needs.

Facility Name _____

Facility Operator _____

Facility Address _____

Mailing Address (if different) _____

Telephone _____ Email _____

Website _____

Services Provided:
- ❑ Branding
- ❑ Body Piercing
- ❑ Tattooing
- ❑ Micropigmentation/microblading
- ❑ Other _____

Infection Prevention Plan (IPP) Reviews and Updates (required to be done at least once a year)

Version	Date	Author	Changes Made

Body Art Equipment Information

Equipment (eg. Sterilizer, ultrasonic machine, permanent cosmetic machine, tattoo machine)	**Location**	**Manufacturer**	**Model Number**	**Operator's Manual on-site?** Y N	**Operation, Maintenance, and Decontamination Procedures developed?** Y N
				❑ ❑	❑ ❑
				❑ ❑	❑ ❑
				❑ ❑	❑ ❑
				❑ ❑	❑ ❑
				❑ ❑	❑ ❑
				❑ ❑	❑ ❑
				❑ ❑	❑ ❑
				❑ ❑	❑ ❑
				❑ ❑	❑ ❑
				❑ ❑	❑ ❑

Other Information

Water supply:
❑ Registered ❑ Municipal ❑ Private (well) (If private, water sampling is required biannually)

Spore testing company (if used) Name _____

Contact _____

Pre-sterilized single-use instruments (if used)

Supplier _____

Method of sterilization _____

First aid location _____

Cleaning and Disinfecting High Contact Surfaces

The Safe Body Art Regulations define high contact surfaces as “a surface that is likely to be contaminated with or come in contact with blood or other body fluids or non-intact skin, or to come in contact with contaminated instruments, contaminated body art products or the contaminated hands of the personnel of a body art facility”.

Identify what high contact surfaces exist in your facility and describe how they will be cleaned and disinfected and at what frequency.

High Contact Surface Cleaning

High Contact Surface/Location	Method/Disinfectant Used	Frequency

Disinfectants Used

List what disinfectants are used in your facility and describe their characteristics.

Disinfectant (Trade Name)	**Level of Disinfectant** (low/intermediate/high)	**Active Ingredient/ Target Organism**	**Drug Identification Number** (DIN)	**Minimum Wet Contact Time**

Instruments

Single-Use Pre-Sterilized Instruments

Is there a sterilization certificate from the manufacturer? ❑ Yes ❑ No

What type of sterilization was used to sterilize instruments?

Virgin single-use instruments that require sterilization

Describe what virgin single-use instruments will be sterilized prior to use and how.

How will expired pre-sterilized single-use instruments be appropriately handled?

Reusable Instruments

Reusable instruments must be either cleaned and disinfected or cleaned and sterilized depending on their intended use.

Step 1 Instrument Cleaning

Describe how instruments are held until cleaning can occur (i.e. container and type of liquid or pre-cleaner that will be used).

Describe how instruments will be manually cleaned and what tools are used to assist cleaning.

Ultrasonic cleaning units shall be used, cleaned, and maintained according to the manufacturer's instructions. Indicate which page(s) in the manual this information is located?

Step 2A Instrument Disinfection

Describe which instruments will be disinfected, how, and with what disinfectant (include wet contact time):

Instrument	Disinfectant (Trade Name)	Procedure

Instrument	Disinfectant (Trade Name)	Procedure

Step 2B Sterilization ❑ N/A

Is the sterilizer suitable for packaged instruments to ensure sterility until the point of use?

❑ Yes ❑ No ❑ N/A

If no, how will your instruments remain sterile until the point of use?

If any of your instruments are hollow or lumened, does the steam sterilizer operational manual state it is designed to sterilize hollow instruments?

❑ Yes ❑ No

Is the steam sterilizer equipped with a mechanical drying cycle?

❑ Yes ❑ No

If no, how will the sterilized packages dry?

Steam sterilizers shall be used, cleaned, and maintained according to the manufacturer's instructions. Indicate which page(s) in the manual this information is located.

Sterilizer Monitoring

The function of sterilizers will be monitored in the following ways:

1) Clean instruments to be sterilized shall first be appropriately sealed in sterilization packages that contain an internal and external **process indicator** which changes color upon proper steam sterilization. The outside of the pack shall be labeled with the date of processing.

   Does your facility follow this process? ❑ Yes ❑ No

   If not, describe the process followed.

2) Physical monitoring requires time, pressure and the appropriate temperature to be monitored. What time, pressure and temperature does the manufacturer's instructions require? Indicate which page(s) of the manual this information is located.

3) A **sterilization integrator** shall be placed in each load in accordance with the manufacturer's recommendations.

   Does your facility follow this process? ❑ Yes ❑ No

   If not, describe the process followed.

4) A **biological indicator** test will be taken and submitted to a lab for analysis at a minimum every two weeks. How often is the sterilizer in your facility spore tested?

   How will the chosen company communicate the results and where will these results be maintained.

Documentation of each sterilizer load is maintained in a log that includes:

1. Date and time of load
2. Name of person who ran the load
3. Contents of load
4. Physical and chemical results of each load
5. Results of sterilization integrator
6. If biological indicator tests were used and copies of the results of the test

This log will be maintained for a period of no less than 2 years.

❑ Yes ❑ No

After the sterilizer load is finished:

If the sterilizer has malfunctioned, the instruments or equipment shall not be used until the sterilizer is repaired or replaced and successful reprocessing occurs.

When the process indicator in the packages and/or the sterilization integrator demonstrates that sterilization has not been achieved, the sterilizer shall not be used until it is examined and repaired or replaced. Instruments shall be reprocessed.

Describe the facility's contingency plan if the biological indicator test indicates the sterilizer is not working properly:

Instrument Protection and Storage

All sterile equipment and instruments shall remain in the sterilization packages, be stored in a clean, dry, closed cabinet, drawer, or other container reserved for such instruments. Describe the location where and how the packaged instruments are stored after sterilization:

Is each sterilization package evaluated at the time of storage and before use?

❑ Yes ❑ No

Describe the procedure that would be followed if a sterilized package has been compromised (ripped, wet, etc.):

Routine Practices and Aseptic Techniques

Routine practices are infection prevention strategies that are based on the assumption that all blood, body fluids (except tears and sweat), secretions, excretions, non-intact skin, undiagnosed rashes and areas such as eyes, nose, and mouth may be potentially infectious, even if a person shows no symptoms of illness (service provider and client included). Aseptic technique means work practices used to prevent cross-contamination. Cross-contamination means the transfer of physical, chemical and biological infectious agent from a contaminated source. Utilizing aseptic practice, persons performing body art procedures shall employ routine practices for preventing transmission of bloodborne and other infectious diseases:

- Risk assessing for needs of PPE to protect the client
- Effective practices of hand hygiene
- Using aseptic practice when setting up and tearing down for a body art service including;
  - Use of barriers on surfaces and equipment to reduce the contamination load
  - Skin preparation
  - Body art product handling and dispensing
- Safe sharps handling, disposal and medical waste handling and disposal.

Personal Protective Equipment (PPE)

List the type of PPE used during each type of body art service delivery.

Hand Hygiene

Hand hygiene includes both hand washing with soap and water or using alcohol based hand hygiene products.

All sinks must be equipped with hot and cold running water, liquid soap, and single-use towels or mechanical hand dryer.

Describe the location(s) of each hand washing sink and alcohol based hand hygiene station.

Describe when a person must use hand washing with soap and water and when to use alcohol base hand hygiene.

Barrier Use

Describe the use of protective barriers (films, wraps, absorbent pads, aprons, bibs, etc.) used in your facility prior to the performance of body art. Describe what equipment (tattoo machine, trays, tables, chairs, clip cords, power supplies, squeeze bottles, lamps, etc.) is covered and what type of barrier is used in each instance and when each barrier is to be changed.

Set Up and Tear Down Procedures

Describe the set up and tear down procedure for each of the stations and for each type of body art procedure performed at this facility:

Set Up Procedure	Tear Down Procedure

Set Up Procedure	Tear Down Procedure

Set Up Procedure	Tear Down Procedure

Client Preparation

Describe how the area of the body that is to receive a body art service is prepared. Include in the description the type of body art products that will be used.

Describe how and what type (if any) of stencil and marking pencils/products are used during a body art service. Include if they are single-use/multi-use and any, if required, cleaning and disinfection procedure.

Jewelry intended to be used in new piercings must be made of material as outlined in the standards. How are you able to show you meet this requirement? Where is this information stored?

List the manufacturer(s) for the inks or pigments used at the facility. Describe the procedure for dilution of inks.

Aftercare

For services that require bandages and coverings, what type of product is used to protect the body art upon completion.

Waste Disposal

Disposal of medical waste and waste items including, but not limited to, needles, razors, and other supplies capable of causing lacerations or puncture wounds shall be disposed of in accordance with the Standard.

Provide the procedure for sharps disposal. Include the location of sharps containers in your facility and how sharps containers are disposed when full. Describe the procedure for disposing of other medical waste.

Additional Information

Forms

Attach the following forms that will be used in the facility:

1. Pre-sterilized instruments records
2. Sterilization log used for steam sterilizer loads
3. Equipment preventative maintenance records

Appendix

View the following appendix for additional information:

Appendix A Section 24 of the Regulations Respecting Safe Body Art, 2011

Pre-Sterilized Instrument Record Log

Equipment/shipment	Manufacturer name	Certification designation	Sterilization method	Lot number or expiry date	Recorded on client record (check)
					❑
					❑
					❑
					❑
					❑

Sterilization Log

NOVA SCOTIA

Date	Operator Initials	Load#	Cycle Type	Bowie-Dick Test
				❑ Pass ❑ Fail ❑ N/A

Load Contents	Physical Exposure Time	Temp	PSI	Indicator Integrator Pass	Fail	Pass	Fail	Action Taken if physical or chemical parameters fail
				❑	❑	❑	❑	

Date	Operator Initials	Load#	Cycle Type	Bowie-Dick Test
				❑ Pass ❑ Fail ❑ N/A

Load Contents	Physical Exposure Time	Temp	PSI	Indicator Integrator Pass	Fail	Pass	Fail	Action Taken if physical or chemical parameters fail
				❑	❑	❑	❑	

Spore Test Results (to be performed at a minimum every two weeks)

Date	Load#	Time	Lab Used	Results
				❑ Pass ❑ Fail

Action Taken for fail

Affix Results here

Equipment Testing or Preventative Maintenance Record

NOVA SCOTIA

Equipment	Type of test or Maintenance	Frequency	Date complete

Appendix A

Section 24 of the Regulations

Section 24 of the Regulations Respecting Safe Body Art, 2011, Section 24 states:

Controlling Hazards

Infection prevention plan

24 (1) An operator must have a written infection prevention plan that complies with any requirements determined by the Administrator and that includes practices and procedures for all of the following:

(a) disinfecting agents used in their body art facility, including their intended uses, concentrations and wet contact times;

(b) cleaning, disinfecting, sterilizing and maintaining instruments, equipment and surfaces used in the body art facility;

(c) maintenance schedules for instruments and equipment used in the body art facility;

(d) aseptic techniques and the use of routine practices when providing body art services or reprocessing;

(e) auditing the effectiveness of the plan in achieving the results set out in subsection (2).

(2) An infection prevention plan must be designed so that, when followed, all of the following will be achieved:

(a) appropriate maintenance of the body art facility and all instruments and equipment used;

(b) appropriate cleaning and disinfecting of the body art facility;

(c) appropriate cleaning and disinfecting and cleaning and sterilizing of instruments and equipment;

(d) appropriate management of waste generated by the body art facility;

(e) appropriate use of aseptic techniques and routine practices in carrying out body art services, including service set-up, service delivery, service tear-down and decontamination procedures.

(3) An operator must ensure that each member of the personnel of the body art facility follows the infection prevention plan.

(4) Each member of the personnel of a body art facility must follow the infection prevention plan