



General Requirements for Personal Services Settings (PSS)

Please refer to [Ontario Regulation 136/18](#) for the full list of requirements or visit [BodySafe.ca](#) for more information.

1. Review zoning and PSS licence requirements

- Licencing information is available at:
toronto.ca/services-payments/permits-licences-bylaws/body-piercing-electrolysis-hair-salon-nail-shop-tattoo-and-waxing

2. Notify Toronto Public Health by emailing BodySafe@toronto.ca at least 14 days before you are going to:

- Open, move, add new services or renovate your PSS.
- Provide premises name, address, services, owner's name and contact information.

3. Ensure your premises has a separate dedicated handwashing sink

This sink must:

- Always be accessible on each level or floor where services are offered or within a couple of steps from the service area.
- Have a constant supply of potable hot and cold running water under pressure.
- Have liquid soap and single-use paper towels, a supply of cloth towels or air dryer near the sink.

4. Ensure your premises has a reprocessing sink to clean and disinfect items

All premises with multi-use items and equipment that require cleaning and disinfection or sterilization must have a separate designated reprocessing sink. This sink must:

- Be a separate sink from the handwashing sink.*
- Be able to immerse the largest piece of reusable equipment.
- Have a constant supply of potable hot & cold running water under pressure.
- Allow for one way flow from dirty to clean equipment reprocessing and have adequate counters/surfaces to prepare the reusable equipment.
- Have separate areas for clean and used equipment.
- Be appropriately separated from where personal services are provided to prevent contamination.
- Not be in a room with a toilet.*

5. Ensure furniture, floors, fixtures, walls, and ceilings are smooth, in good repair and made of impermeable material (i.e., not fabric) that is easy to clean.

- This includes furniture that are in waiting areas **within** the PSS.

6. **Ensure all intermediate and low-level disinfectants (except chlorine bleach) have a Drug Identification Number (DIN) or Natural Product Number (NPN).**
 - The Environmental Protection Agency (EPA) or The Food and Drug Administration (FDA) numbers issued in the United States are not recognized in Canada.
7. **Ensure high-level disinfectants used are approved by Health Canada on Medical Devices Active Licence Listing.**
 - Disinfectant records are required for high-level disinfectants. Sample records available on BodySafe.ca.
 - Chlorine bleach is an acceptable high-level disinfectant but will not be listed on the Health Canada listing.
8. **Ensure all sharps such as needles, syringes, threading needles, lancets, needle cartridges, needle bars, microblades, etc. are discarded immediately into an approved sharps container. Do not fill sharps containers past the fill line.**
9. **Maintain all required records such as client records, commercially purchased sterile items records, sterilization records, high-level disinfection records and accidental blood exposure records.**
 - Keep records for three years with a minimum of one year (365 days) on site.
10. **Ensure single-use items are used on one client only and discarded immediately into garbage or sharps container after use.**
11. **Keep all personal items away from the workstations and in specified employee areas.**
12. **Animals are not permitted except for service animals or live aquatic species stored in sanitary tanks.** To download a notice on service animals, visit BodySafe.ca or email BodySafe@toronto.ca.

*Under the regulation, **premises offering only hair and barbering** may not be required to have a designated reprocessing sink. For more information consult your inspector.

Questions/inquiries? Please contact BodySafe at BodySafe@toronto.ca or 416-338-BODY(2639).