



**EH&S/General Safety
SHOP SAFETY**



Procedure No.:

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WARNING!

Do not use this machine unless an instructor or shop supervisor has instructed you in the safe use and operation and has authorized you to operate this equipment!

Equipment/Machine:

SEWING MACHINE

Description of Work:

Using a Sewing Machine

Potential Hazards: Sharp edges, knife blade, scissor, pins, eye strain and operator error or inattention with the potential of causing puncture wounds and cuts to the finger.

Personal Protective Equipment (PPE) Required (Check the box for required PPE)



Gloves



Face Masks



Eye Protection



Hearing Protection



Safety Footwear



Protective Clothing



Welding Mask

Safe Work Procedure Checklist:

1. PRE-Operation:

- Thoroughly review & understand information provided in the owner's manual.
- Before using, always inspect for damage or disrepair, including power cord.
- Assure ventilation openings are clear of lint & scrap cloth.
- Inspect all machine setting & adjustments and modify as necessary for sewing task.
- If sewing machine fails pre-use inspection, notify your supervisor. Do not use until repaired.
- Inspect the needle to make sure it's not bent, dulled, or damaged. Never use a bent needle.

2. Operation:

- Only use a sewing machine for its intended purpose as described in the operator's manual.
- Use the proper type and size needle for the fabric being sewn.
- For zig-zag or any other special stitching, use a throat plate that accommodates a wide stitch.
- Always maintain a safe zone, of about one inch, where fingers never enter when in operation.
- Learn to start and run machine slowly & evenly. Operating the backstitch lever or knob takes practice.
- Never sew across pins. Carefully use straight pins & when done, place in proper storage containers.
- Never look away from the machine while it is sewing. If you need to look away, stop sewing first.

3. POST-Operation:

- Always turn the sewing machine off & unplug from the power source after use.
- Regularly clean the sewing machine with a lint brush after use.
- Clean up the work space when finished with your sewing task.