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)**

<table>
<thead>
<tr>
<th>Gloves</th>
<th>Face Masks</th>
<th>Eye Protection</th>
<th>Hearing Protection</th>
<th>Safety Footwear</th>
<th>Protective Clothing</th>
<th>Welding Mask</th>
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</table>

**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.