

STANDARD OPERATING PROCEDURES

Sewing Machine

DO NOT use this machine unless you have received authorization from the Shop Coordinator



Sturdy, closed-toe footwear required.



Close fitting, protective clothing or a workshop apron should be worn.

Potential Hazards and Injuries

- Cuts (sewing, needles & scissors)
- Eye strain
- Puncture injury (needles)
- Crush injury

Pre-Operational Safety Checks

- Ensure there is enough room at the workstation to work freely.
- Don all required personal protective equipment.
- Thoroughly review & understand information provided in the owner's manual.
- Before using, always inspect for damage or disrepair, including power cord.
- Inspect all machine setting & adjustments and modify as necessary for sewing task.
- Inspect the needle to make sure it's not bent, dulled, or damaged.

Safe Practices During 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.
- Don't work with oily or greasy hands.
- 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.



Long and loose hair must be contained or restrained.



Eye protection should be worn.

- Carefully use straight pins & when done, place in proper storage containers.
- If you need to look away, stop sewing first.
- Cut away from yourself when using knives, and other edged tools.
- Handle sharp-edged and pointed tools with care.

Ending Operations and Cleaning Up

- Switch off and unplug the sewing machine when work is completed.
- Regularly clean the sewing machine with a lint brush after use.
- Clean up the work space when finished with your sewing task. Return all equipment and accessories to the appropriate storage.
- Leave the work area in a safe, clean and tidy state.

DON'T

- Do not use faulty equipment. Immediately report suspect equipment.
- Never use a bent needle.
- Do not sew across pins.
- Do not look away from the machine while it is running.

SOP must be used in conjunction with an effective training program