SAFE WORK INSTRUCTION
SEWING MACHINE

PERSONAL PROTECTIVE EQUIPMENT

- Safety glasses must be worn at all times.
- Long or loose hair must be contained.
- Rings and jewellery must not be worn.

POTENTIAL RISKS

- Broken needles may penetrate eye.
- Fingers may get caught in moving parts.
- Hair or clothing may get caught in moving parts.
- Electrical Hazards.

DON’Ts

- Do not use faulty equipment. Immediately report suspect machinery to your supervisor.
- Do not try to adjust the machine or change bobbins with the machine turned on.
- Do not sew over pins.
- Do not sew fabric that is too heavy.
- Do not attempt to slow or stop the machine by hand.
- Do not leave equipment on top of the machine.

PRE-OPERATIONAL SAFETY CHECKS

✓ Locate and ensure you are familiar with all machine operations and controls.
✓ Ensure all covers are fitted, secure and functional. Do not operate if guards are missing or faulty.
✓ Check the needle is secure and straight.
✓ Ensure the work piece will not snag during feeding.
✓ Ensure hands are clear of the needle.

OPERATIONAL SAFETY CHECKS

✓ Before making adjustments or measurements, switch the machine off and ensure your foot is clear of the pedal.
✓ Ask for assistance if you need it.

ENDING OPERATIONS AND CLEANING UP

✓ Switch off the machine when work completed.
✓ Ensure all pins are safely put away.
✓ Leave the machine in a safe, clean and tidy state.