



# SAFE OPERATING PROCEDURE

## Domestic Sewing Machine



Manual

Technical Ticket

**Do not** use this equipment unless a Technical Officer has instructed you in its safe use and operation and has given you permission.



**FALLING HAZARDS** - Enclosed footwear with substantial uppers must be worn



**Catching Hazards**- Close fitting or protective clothing should be worn. Long hair should be tied back. Remove Dangling Jewellery

**DO NOT use faulty equipment – report faults immediately via a Technical Ticket.**

### PRE-OPERATIONAL SAFETY CHECKS

1. Ensure you have a suitable safe work area with no slip or trip hazards between the machine and layout table
2. Examine the machine, the needle and the power lead for any obvious signs of damage.
3. Ensure the machine is threaded correctly and the bobbin is inserted correctly. Refer to manual QR code if required.
4. Before turning the machine on familiarise yourself with the stitch settings, the presser foot lever, the reverse stitch lever/button, the sewing peddle and the hand wheel.
5. Locate and ensure you are familiar with the position of the on/off switch.
6. DO NOT CHANGE THE POSITION OF ANY TENSION DIALS

### OPERATIONAL SAFETY

1. Turn power on at the wall or powerboard and then on at the machine.
2. Ensure the needle is in the fully raised position. Lift the machine presser foot if it is not already up.
3. Place your fabric under the presser foot and needle then lower the presser foot so the fabric is held in the machine.
4. DO NOT FLICK THE LEVER DOWN AS THIS CAN DAMAGE THE PRESSER FOOT.
5. Gradually apply pressure with your foot to the sewing peddle and guide the fabric through the machine as it sews.
6. DO NOT race the machine at high speed. Sew at gentle steady speed and stay in control of the fabric feeding in.
7. Keep hands well clear of the moving parts such as needle and presser foot.
8. Do not push or force the fabric into the machine. Do not attempt to stitch through heavy thick fabric.
9. Remove any pins from the fabric before they are near the needle and presser foot. **Do not sew over pins.**
10. Do not sew off the edge of your fabric. At the end of fabric, raise the needle to its highest position then also raise the presser foot to release the fabric. Pull fabric out to the left side and cut threads leaving 10cm attached to machine.

### PACKDOWN PROCEDURE

1. Turn the power off at machine and then off at the powerboard or wall.
2. Clean up any waste materials and place in correct bins.
3. Place dust cover over the machine and leave the work area clean and tidy.

### POTENTIAL HAZARDS



Electricity



Puncture Wounds



Pinch Points

**FORBIDDEN - DO NOT operate this equipment under the influence of alcohol.**

This SOP (STANDARD OPERATING PROCEDURE) does not necessarily cover all hazards associated with the machine / tool and should be used in conjunction with other references.

It is designed to be used as an adjunct to teach Safety Procedures and to act as a reminder to users prior to the machine / tool use.

Date of last review: 5 / 6 / 23

Signature:

Relevant: Legislation/Guidelines/Standards WHS Act 2011, WHS Regulations 2011. <https://www.safework.nsw.gov.au/>