

# Standard Operating Procedure

## Title: SOP-014 Sewing Machine

**PI:** Art Erdman **Lab Location:** Mayo G217

**Issue Date:** 7/9/13 **Revision Date:** 5/1/14

**Prepared by:** Marlina Komarek **Approved by:** Rich Oliphant

### **Hazard Identification:**

#### **Physical Danger**

### **Exposure Assessment:**

#### **Motions**

- Reciprocating Motion  
The up-and-down motion of the sewing machine needle is a source of reciprocating motion. The needle could grip loose clothing, hair, or appendages which could result in severe injury. The needle's sharp end could also cause serious harm to body or clothing.

#### **Actions**

- Punching  
The punching action of the sewing machine is performed by the reciprocating motion of the needle. The quick punching action could cause serious injury if one is too close to the motion taking place. The punching action could also produce a small amount of dust depending on the work piece material.

### **Control Plan:**

- Read and become familiar with machine's operating procedures before operating
- Always know where the power *off* switch is located in case of emergency
- Always wear safety glasses when operating this machine
- Machine should always be off when not in use
- Always disconnect the machine from the power source before servicing, repairing, or making any adjustments
- Do not wear gloves, necktie, jewelry, or loose clothing, as they could get caught in the reciprocating elements of the machine
- Always keep face and any other appendages a safe distance away from the needle when in operation
- Tie up long hair or wear protective hair covering to prevent hair from getting caught in the reciprocating elements of the machine.

### ***Experimental Procedures:***

- Put on all safety equipment and tie back loose hair or clothing before operating
- Check to make sure all parts of machine are working and functioning properly
- Set up work piece for sewing, make sure sewing path is clearly visible
- Set up sewing machine with correct needle, thread, and desired sewing pattern (pattern options located on front face of machine)
  - See p. 11 in User Manual in Appendix for full instructions on threading the machine
- When ready, turn on sewing machine
  - Use foot pedal to control speed of needle in operation
- Sew work piece along desired path while keeping hands a safe distance away from the needle
- When finished, turn off sewing machine
- Unplug the machine, clean it, and put it back in the closet in its appropriate location
- Clean workspace as needed

For other inquiries, see the User Manual in Appendix.

### ***Waste Management Procedures:***

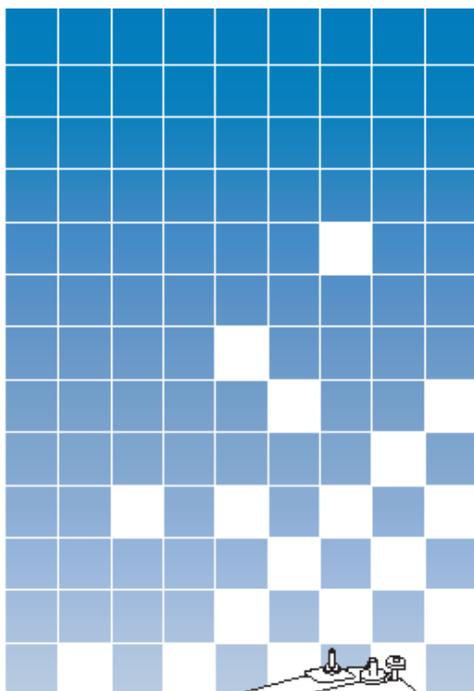
When finished with this machine, always clean the area if necessary. Paper towels and cleaning solution can be found in G217-11.

Place all materials back in the appropriate place.

### ***Spill and Accident Procedures:***

If an accident occurs, report immediately to the lab supervisor (G217-05) or other appropriate staff member. If no one is around, dial 911 on the landline phone near the door of G217-11 to reach the campus police. The lab first aid kit is located on the wall near the sink. A first aid pamphlet from DEHS is located in all of the MDC's first aid kits.

**Appendix:**



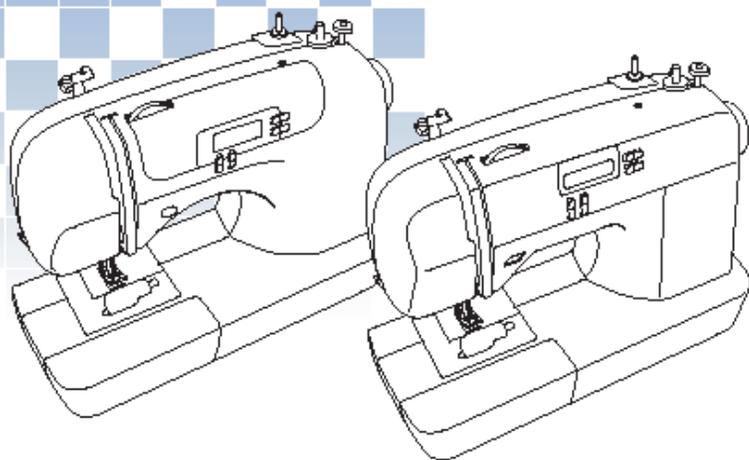
**brother.**

• **1** KNOWING YOUR SEWING MACHINE

• **2** SEWING BASICS

• **3** UTILITY STITCHES

• **4** APPENDIX



Computerized Sewing Machine  
**Operation Manual**

---