

# **Kansas City Art Institute**

## **Continuing and Professional Studies Safety Manual**

### **Fiber Sewing - Main Campus –The Warehouse**

#### **Before Using a Sewing Machine**

- Before using, always inspect the sewing machine to assure all ventilation openings are clear of lint and scrap cloth. Also, inspect all machine settings and adjustments and modify as necessary for the sewing task you intend to perform.
- Prior to use, always inspect the needle to make sure it is not bent, dulled, or damaged. Never use a bent or damaged needle.
- Fiber Department technicians will service damaged machines. Do not attempt to disassemble machines.

#### **Sewing Machine Operating Precautions**

- Always maintain a safe zone, of about one inch, around the presser foot where fingers never enter when the sewing machine is operating. Try to keep your fingers to the side of the presser foot rather than in front of it.
- Use the proper type and size needle for the fabric being sewn.
- Do not force the fabric forward or backward while sewing. Hold the fabric firmly between your fingers and allow the feed dogs to pull the fabric.
- Never sew across pins. Remove each pin before it is pulled under the presser foot. Carefully use straight pins and when done using them, place in a proper storage container.

#### **Using an Electric Iron**

- When the iron's surface is hot, keep it upright or on an iron guard to prevent fire. Keep skin and hair away from heat plate of the iron, as it can cause severe burns.
- Always use an electric iron with an ironing board or on designated ironing area.
- Use the proper heat setting for your fabric type. Synthetic fabrics can melt and catch fire.
- Use caution when using an iron with steam, as steam can burn.

#### **Other Precautions**

- When using shears, cut away from your body in regular, small strokes. Clip threads with small scissors or a thread clip rather than large sewing shears.
- Use precaution when pinning and hand stitching fabric, to not puncture the skin.