

Safe System of Work

OPERATING AND SAFETY INSTRUCTION FOR SEWING MACHINE

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Ensure that all long hair and any loose clothing that may get caught in moving parts (ties/scarves etc.) are tied back or removed before using the hole punch.	
2	Familiarise yourself with the controls, ensure you know how to operate each sewing machine and where the cut off controls are.	
3	Whilst sewing be careful to keep well clear of all moving parts (needle, arm and foot especially).	
4	Turn off power before threading, changing bobbin or needle and cleaning etc.	
5	If something seems to be wrong with the sewing machine (abnormal noise, vibration or odour) during operation, stop the machine immediately and inform your Supervisor or a member of the management team.	
6	When using the compressor to clean the machine at the end of the week use the correct PPE.	
7	Do not use blunt or bent needles.	
8	When not in use turn the machine off.	
9	Report any problem or issue immediately to your Supervisor or a member of the management team.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: