



FASHION DESIGN TECHNOLOGY

RULES AND SAFETY INSTRUCTIONS

Equipment Safety

Industrial Sewing Machines

1. Any food and beverages are forbidden near or on the sewing machines.
2. Wipe down any surfaces to avoid machine oil from soiling your work.
3. Never tug at the needle when removing your work as this may cause the needle to break. Make sure the take up lever is at its highest point before removing your work.
4. Never leave your sewing machine on when not using it.
5. Check that needle position and presser feet are properly screwed on before using.
6. **ALWAYS** properly thread and test the sewing machine before you begin to sew.
7. Properly secure long loose hair. Secure hair or any dangling jewelry to prevent it from getting caught in machinery.
8. **NEVER** use a sewing machine which has not been assigned to you.
9. Never engage in conversation with anyone who is actively sewing as this may cause them to lose concentration and cause injury.

Overlock (Sergers) Machines

1. Never pull thread spools from the machine. Always cut the thread at the base of the thread spools.
2. Remove all pins before sewing. Baste prior to overlocking to avoid jams and dulling of overlock blade knife.
3. Do not yank, tug or pull serge chain when sewing or passing thread through loops as this can cause needle breakage and internal unthreading of the machine.
4. **ALWAYS** test the fabric you are intending to overlock.
5. Clean the area around the machine to avoid slipping.
6. Clear all debris from inside the machine as well as the blade knife for optimal efficiency.

Steam Pressing Irons

1. Never leave the iron on your work for more than 5 seconds at a time.

2. Do not continuously hold the steam button to avoid staining your work.
3. Never leave the iron on the surface of the ironing board as this can cause the ironing board cover to burn.
4. **ALWAYS** test a scrap of your materials before completely pressing your work.
5. Industrial steam irons should always remain flat on heat-resistant surface, never leave the iron upright.
6. **ALWAYS** press your fabric on the wrong side, otherwise use a muslin cloth to press on the right-side during garment construction.

Room Safety

1. Loud talking, foul language or shouting is forbidden at all times.
2. Absolutely no food or beverages are allowed near or on industrial machinery and work surfaces
3. Running, jumping or wrestling is dangerous and not permitted in the fashion lab which will result with a **5-point reduction** on grade with every offense.
4. Secure hair or any dangling jewelry to prevent it from getting caught in industrial machinery
5. All working surfaces must be clear of coats, book bags, pocketbooks and sewing boxes.
6. **Tampering** with sewing machines (playing with the tension or removing knobs and defacing) or any other equipment in the classroom is forbidden.
7. Report all **hazardous** situations/conditions immediately to instructor.
8. Report all incidents whether big or small to instructor immediately.
9. All electronic devices (cellphones, Air Pods, headphones) must be turned off or put away at all times during instruction.

Personal Safety

1. Do not proceed to use or touch any machinery or tools which you have not been instructed on how to use.
2. **Interfering** such as talking or distracting a student while using a sewing machine, cutting, ironing or other equipment is **prohibited**.

3. When giving a sharp **instrument**/scissors to another person, place it on a convenient surface and allow them to pick it up. If there is no convenient surface available, offer the end with the handle to the person receiving it.
4. Never place shears/scissors in your pocket unless it is properly covered.
5. Extreme care should be used at all times when using shears/scissors to avoid cutting your fingers.
6. Long loose hair must be tied back and any dangling jewelry must be removed to avoid personal injury when sewing or using sharp objects.
7. ALWAYS cut away and never towards your body.
8. Avoid dropping fabric scraps and objects on lab floor surface as someone is liable to slip or trip.
9. All cuts and scratches must be covered and treated by school nurse to prevent infection.
10. Never hold pins in your mouth. Student must use a pin box or pin cushion.
11. Never throw anything at another person, instead pass it to them as directed.
12. Students are responsible for cleaning up the area in which they work before leaving the fashion lab each day.
13. Always seek advice and instruction from instructor on how to use machinery or any other type of equipment in the lab. Not another student.

Sustainability

In reducing our carbon footprint, it is important that we are aware of the amount of waste we create on a day to day basis. DO NOT throw away large scraps of textiles in trash receptacles. Designated recycling bins are available.

Restroom Passes

Restroom passes are only granted 10 minutes after the bell rings and 10 minutes prior to the end of class. Student must ask instructor for a hall pass before leaving the classroom. Only **TWO** students are permitted to leave the room at once to use the restrooms. Only **ONE** student per pass is allowed unless otherwise instructed by the teacher.

Emergency Procedures

Fire Extinguishers

In case of a fire emergency 1 is located in room 111 at the entry door into the fashion lab.

1. Aim at the base of the fire, pull pin and squeeze handle.
2. Do not ask to use it: proceed to put the fire out.
3. Exit the area in a safe and professional manner in the event of fire or after the use of a fire extinguisher.

Fire Drill

Follow the below instructions on how to exit the building during a drill or an actual fire emergency which requires immediate **evacuation** of the school building.

Exit fashion design lab and turn left to stair #4 proceed down to exit #4. When outside proceed to the field area.

Lock Down: In case of an emergency, close fashion lab doors. Turn off all lights in the room

1. Avoid being seen from the hallway
2. Stay low and hidden and away from the exit door of the classroom
3. Remain silent and avoid using your phone
4. Student must remain in the room at all times unless otherwise instructed.