



SAFETY INFORMATION

COSTUME SHOP EQUIPMENT SAFETY GUIDELINES

APPLICABLE TO:

Anyone working with Costumes in CSULB Theatre facilities or classrooms, facilities used by the Theatre Arts Department.

RISKS INCLUDE:

Personal injury, injury to others, damage to equipment and facilities.

GUIDELINES, RULES AND PROCEDURES:

- No one is permitted to use equipment in the shop alone.
- All machinery and equipment users must:
 - Be trained, certified, and proven competent in the use of tools and equipment.
 - Have taken a costume class
 - Have approval from the Costume Shop Manager.
- Never use tools and machines under the influence of any medication that may impair judgment.
- Never use broken or bent tools or supplies.
 - ALWAYS report broken or bent tools to your supervisor or instructor.
- Before using any equipment you are assigned to use, the Shop Supervisor will instruct you on proper operational procedures for items such as washers, dryers, steamers, and other equipment as assigned.
- After each work session, ALWAYS:
 - Make sure that all equipment (sewing machines, irons, coffee maker, radio, lights, hot plates, etc.) is properly turned off BEFORE exiting the Costume Shop.
 - Clean excess fabric, thread, and debris from the floor to prevent a trip hazard.
 - All flammable materials should be returned to the flammables cabinet.
- ALWAYS speak with your supervisor or instructor if you have any questions or concerns.

SPECIFIC EQUIPMENT INFORMATION

IRONS

- Always turn the irons on and off properly.
 - The steam irons are attached with a hose to a water bottle—use distilled water only.
 - Turning on:
 - First, flip the switch on the iron itself to the on position and the little light will turn on.
 - Next, gently twist the water hose knob counter-clockwise until it stops turning. Do not force it to go any further or it will break.
 - Shutting off:
 - Gently twist the hose knob in the clockwise position until it stops. Do not force or over twist the knob, or it will break.
 - Holding the iron handle, turn the iron upside down FACING AWAY FROM YOU and press the steam button to release any excess steam left in the iron itself.

REFERENCES:

Thomas M. Shorrock, Florida Atlantic University, www.fau.edu/~shorrock, Feb. 3, 2006
CSULB, Theatre Arts Department, Costume Shop

EMERGENCY ☎: 911



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- Replace the iron on its base pad and flip the iron switch to the off position. The light will go off.
- Never leave the iron in one place on a garment or unattended. The garment will be scorched or melt onto the sole of the iron, and a fire could be started.
- Never twist, block, or iron over the water hose or electrical cord attached to the iron.
- Always use the proper ironing aid to press your garment or cloth. NEVER use your hand or you will get burned.
- Never steam toward your body or you will get burned.

SEWING MACHINE OPERATION

- Only use a sewing machine for its intended purpose as described in the operator's manual.
- Never look away from the machine while it is sewing. If you need to look away, stop sewing first.
- Use the proper type and size needle for the fabric being sewn.
- Never use a bent or damaged needle.
- For zig-zag or any other special stitching, use a throat plate that accommodates a wide stitch.
- Always maintain a safe zone, of about one inch, around the presser foot where fingers never enter when the sewing machine is operating. Keep your fingers to the side of the presser foot rather than in front of it.
- Learn to start and run the machine slowly and evenly.
- If the machine is difficult to start, gently turn the hand wheel to assist it.
- At the end of a row of stitching, turn the hand wheel towards you until the thread take up is at its top position. Then raise the presser foot and pull the fabric away.
- Never sew with the presser foot in a raised position.
 - 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 such as a pin cushion or plastic box.
- When using a serger, keep your fingers a safe distance from the knife blades.
- Do not use magnetic pin dishes or other magnetized objects near an electronic sewing machine.
- When using shears, cut away from your body in regular, small strokes.
 - Resting the shears against the table allows for better cutting control.
 - Clip threads with small scissors or a thread clip rather than large sewing shears
- Always turn the sewing machine off and unplug from the power source BEFORE changing the light bulb, lubricating machine parts, and/or cleaning the machine.

- Regularly use a lint brush to clean the area around the bobbin.
 - Remove the throat plate and brush out all the visible bits of thread and fuzz that accumulate.
 - If you do it every time you wind the bobbin, you won't forget.

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- It is recommended that sewing machines be lubricated every 6 months and sergers every 3 months.
 - First check with your supervisor before starting.
 - Follow the instructions in the owner's manual.
 - If the machine has been stored or unused for a long time, lubricate and test the machine before using.
- Clean up the work space when finished with your sewing task.
- If you suffer a puncture or cut wound, tell your Supervisor immediately.
 - Wash the wound with soap and water and cover with a clean bandage.
 - Seek medical attention if the wound is large/deep or appears to be infected.
- Student seeking medical attention for non-emergency wounds should go to the University Health Center on Beach Drive and call 562-985-4771 or call University Police at 562-985-4101.
- **Call 911 for any emergency.**

OTHER EQUIPMENT

Instruction will be presented at the time of use, and shop supervisor will provide proper and safe procedures for use.

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