



DI . LABB . _quaderni

LABB. MODELLI PER LA MODA-
MODA E MAGLIERIA:
informazioni in materia di sicurezza

*LABS:
safety informations*

Versione 2 *version*
settembre 2009 *september*

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**Fashion Institute
of Technology**

POLITECNICO DI MILANO



Fashion Institute of Technology @ Politecnico di Milano

Academic Year 2011/2012

FASHION & KNITWEAR LABS SAFETY HANDOUT

SUMMARY

1. SAFETY INFORMATION FOR FASHION AND KNITWEAR LABS
2. FASHION AND KNITWEAR LAB REGULATIONS
3. LAB MACHINERY – GENERAL SAFETY RULES
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1. SAFETY INFORMATION FOR FASHION AND KNITWEAR LABS:

Any student wishing to use the laboratories must attend the theoretical and practical courses and pass the safety tests before entering the labs. In order to be admitted inside the labs, students are required to:

1. Study this handout on safety rules;
2. Attend the **theoretical course**; during this class you will receive further information about safety while working in the labs. Material covered:
 - The correct working procedures;
 - Possible physical risks while using machines, devices and supplies;
 - How to correctly use tools and machines;
 - How to use the devices for personal protection.
3. Once you have attended the theoretical course, you will attend and pass the **practical test** on the lab machines. During this class you will receive information, and have a practical demonstration on how to use the machinery in the labs, then you will complete a sewing exam using a fabric sample. Material covered:
 - Use and threading of **straight stitch machines**;
 - Threading the bobbin;
 - Use and threading of Bernina 950;
 - Use and threading of Overlock machine;
 - Use and threading of Double needle machine;
 - Use and threading of Chain stitches machine;
 - Use of leather machinery if applicable.
4. After having passed the practical test, you will be given a final True/False safety test.
5. Sign the **release** form.

2. FASHION AND KNITWEAR LAB REGULATION

Politecnico laboratories simulate a professional production and prototype facility. This means that students must behave accordingly and avoid taking risks related to the use of materials and machines. Students must strictly follow laboratory regulations, correct procedures and any instruction that lab technicians will communicate to them.

Always ask the Laboratory staff if you are unsure or need clarification.

2.1 IN ORDER TO ENTER THE LABS:

- In order to be admitted inside the labs, students must pass the theoretical and practical safety tests; **those who do not pass the tests are not allowed to enter the labs, and must retake the test.**
- Personal belongings such as bags, coats and supplies must be stored in the temporary lockers outside of the labs.
- Students must bring a personal locker to close the temporary lockers and tweezers to thread the sewing machines.
- Temporary lockers are for daily use only. Personal belongings must be removed at the end of the day.
- Politecnico, FIT or labs technicians are not responsible for missing personal belongings both inside and outside the labs.
- Students are required to sign in before each working session in the labs.

2.2 INSIDE THE LABS:

- Wear safe clothing: closed shoes, no sandals, no long scarves, gloves, wide sleeves, no loose hanging fabrics or jewellery and shirts must cover the entire torso area.
- No loose hair.
- The use of mobile phones/I-pods or MP3 and of any other kind of music player is not allowed in the lab.
- During class and open lab time, mobile phones must be silent; phone conversations may not be held in the labs.
- Speaking loudly is not allowed, in order to let other students concentrate on their work.
- Eating and drinking is not allowed in the labs.
- The Labs close at 6.00 pm. 15 minutes prior students will be asked to stop working and tidy up their workstation.
- Students must tidy up their workstation area at the end of each session.
- Only when the lesson involves the use of both Fashion and Knitwear Labs together, students can use the emergency door between the two rooms. In all other cases, students must use the labs main doors separately.
- Lab hours will be posted on the bulletin boards at the entrance of the labs.

3. LAB MACHINERY – GENERAL SAFETY RULES

SEWING MACHINES

3.1 Sewing machine - BERNINA – INDUSTRIAL 950

Sewing machine - JUKI - DDL 8700

Overlock machine - JUKI – MO 6714S

- a) Do not touch the cable, plug or socket;
- b) Be sure that all safety covers (belt and needle protectors) are in the correct position;
- c) Before beginning with your work, remove all unnecessary objects from your working surface;
- d) Be sure that the switch is turned off at the end of each session or use;
- e) Press the foot pedal to release any residual energy in the clutch engine;
- f) Only after d+e above, is it possible to thread the machine using the tweezers and turn on the engine;
- g) Keeps hands well away from needle while sewing;
- h) Pay attention to mobile parts: needles, thread-tension lever and wheel;
- i) Never remove safety covers or any other parts of the machines (e.g. needles);
- j) Needles are replaced by technicians, NOT BY STUDENTS;
- k) If you stop working, even if you plan to come back to your working station, remember to turn off the machine, remove the thread and press the foot pedal to release any residual energy in the clutch engine;
- l) Never clean or oil the machines, staff is the only responsible for maintenance;
- m) If the machine is not working, immediately call the technician;
- n) In case the machine is out of order, wait for the technician to assign you to a new machine.

3.2 Steam iron BF 084 C

Steam iron STIROVAP MOD. 602 – 603

- a) Never touch the cable, plug or socket;
- a) The steam iron will be turned on, regulated and turned off by lab technicians only;
- b) Do not touch, turn on/off or load the adjacent “steam box”;
- c) Be careful not to touch the hot iron and metal surfaces;
- d) Pay attention to the steam jet, keep it directed toward your work, away from yourself or people around you;
- e) Always put the iron back in the cradle or appropriate surface.

KNITTING MACHINES

3.3 Rimagliatrice - Looper or looping machine

- a) Always wax the thread before you start working;
- b) Be sure the needle is below the crown before turning on the machine;
- c) The moving parts of the machine are protected by safety covers: do not remove/damage them;
- d) Only lift the needle cover when cutting or removing work;
- e) When the machine is on do not touch the crown or other moving parts;
- f) Do not lean on the crown or teeth with your hands or arms;
- g) Follow all wall mounted instructions and demonstrations by the technicians.

3.4 Brother and Coppo Knitting machinery:

- a) Always wax the thread before you start working;
- b) Pay attention when using the carriage, move slowly as not to jam or break needles;
- c) Be sure the carriage extensions are in place before using carriage;
- d) The metal thread holder must always be re-inserted inside the comb after finishing your work. Pay attention not to bend it;
- e) Weights must be removed before you remove your work (otherwise they will fall on your feet – always wear closed shoes);
- f) Follow all wall mounted instructions and demonstrations by the technicians;
- g) BROKEN NEEDLES - Students are required to replace needles broken while in use;
- h) Purchase a storage of 3-6 needles (2 different sizes) in order to substitute the broken ones;
- i) Ask for the help of a technician if you can not change the needle;
- j) Needles can be purchased at **3D STORE supply shop**, 100mt from the Campus main entrance (via Andreoli 7, in the corner with via Pantaleo); from October 2011, tweezers and needles can also be bought at the “**Poliprint**” shop in N building, -1 floor.

3.5 Paraffinatrice – Yarn Waxing Machine (CORGHI R6 Model)

- a) Do not touch the cable, plug or socket;
- b) Do not wear loose clothing and pay attention to stand well away from the machine while in use;
- c) Before turning on the machine, make sure all 6 red handles are deactivated (in upward position);
- d) Follow all wall mounted instructions and demonstrations by the technicians;
- e) Do not turn off the central switch when handles are activated (in downward position);
- f) Turn the central switch off when you have finished.

4. EMERGENCY PROCEDURES

- All emergency exits and passages must be always clear, do not block them.
- Should there be an injury or medical emergency in the laboratories, immediately notify Lab technicians or Faculty.
- In case of larger emergencies affecting the whole building follow instructions and exit the building rapidly but calmly.