

2007 This decree is established upon the Tallinn City Council regulation nr 31 from October 18, 2007 - „Statute of Tallinn Central Library“ §6, subsection 2, point 5.

1. General Provisions

- 1.1 All users of Tallinn Central Library's sewing room (hereafter **users**) are obligated to acquaint themselves with and obey this „Safety precautions for electric sewing machines and clothes iron“ (hereafter **safety precautions**).
- 1.2 Users are obligated to know and follow the safety precautions and to maintain awareness of potential hazards that may arise while working with the sewing machine and overlock sewing machine (hereafter **electric sewing machines**), clothes iron and other tools.
- 1.3 The user must acquaint themselves with the safety precautions before starting practical work.
- 1.4 Any problems that arise during work must be reported to the librarian immediately.
- 1.5 All users will be registered with the sewing room user registration form. The user will confirm with their signature that they have acquainted themselves with the safety precautions and that they are obligated to follow them.

2. Working with electric sewing machines

- 2.1 Before you start working
 - 2.1.1 Before starting work with an electric sewing machine you must read the instruction manual for that machine.
 - 2.1.2 Tidy your clothes and fasten any hanging clothing parts securely. If

you have long hair, tie it back or hide it under headwear.

2.1.3. Keep all non work-related items away from the working area.

2.2 During working

2.2.1 Only use electric sewing machines for their intended purpose, as described in the instruction manual.

2.2.2 Use only the parts and attachments that are specifically meant for that particular electric sewing machine, as recommended in the instruction manual.

2.2.3 Connect the electric cord first to the electric sewing machine and only then to the power outlet.

2.2.4 Start the electric sewing machine only when the fabric has been placed under the presser foot. Otherwise you will damage the presser foot and the feed dog.

2.2.5 You can regulate the speed of sewing with the treadle. Never place any other objects on the treadle as the sewing machine may start unexpectedly.

2.2.6 Do not press and turn the knobs and the regulators if you do not know their purpose.

2.2.7 When operating the electric sewing machine keep your attention on your work and on your hands. Keep your hands at a safe distance from the moving parts of the electric sewing machine, such as the needle, thread take-up spring, overlock knife and the flywheel. Special attention must be paid when being in the vicinity of the needle or the overlock knife.

2.2.8 Hold the fabric firmly with both hands on either side of the needle to avoid the fingers from striking the needle.

2.2.9 Always use a proper needle plate. Using an improper plate may cause needle to break.

2.2.10 Never use a bent needle.

2.2.11 Do not force the fabric forward or backward while sewing. Doing so may cause the needle to bend and then break.

2.2.12 Do not leave switched on electric sewing machines unattended. Unplug your electric sewing machine immediately after stopping work.

2.2.13 During the use of electric sewing machines it is prohibited to:

- 1) remove any safety covers from the machine;
- 2) pile up unnecessary materials on your working area;
- 3) lean low over the machine;
- 4) place scissors (and other sharp objects) close to the turning or moving parts of the machine;
- 5) change the thread or the needle;
- 6) stop the flywheel with your hand.

2.2.14 Turn the electric sewing machines' motor off in the following cases:

- 1) when temporarily leaving the workplace;
- 2) during a power outage;
- 3) malfunction of the machine;
- 4) in case of a fire hazard;
- 5) when removing or attaching machine parts;
- 6) when cleaning the machine.

2.3 After working

2.3.1 Restore the original settings on the electric sewing machines.

2.3.2 Place a piece of fabric under the presser foot, lower the foot and lower the needle into the fabric.

2.3.3 Switch off the electric sewing machines' motors.

2.3.4 Disconnect the electric sewing machines from the power outlet.

2.3.5 Clean and tidy the work area.

3. Working with a clothes iron

3.1 To avoid potential burns be careful when using a clothes iron (hereafter **iron**).

3.2 Protect the iron from having direct contact with water and other liquids, in order to avoid an electric shock.

3.3 Keep the cord away from hot surfaces and do not place it over sharp edges.

3.4 The iron must be kept on the special ironing rest that is on the ironing board.

3.5 Always unplug the iron before filling or emptying the water tank of the iron. Never place the iron under the tap to fill it with water. Always use the cup provided.

3.6 Never unplug the appliance by pulling the cord, pull by the plug.

3.7 Always unplug the appliance immediately after use. The iron must be unplugged even if you plan to use it later but need to sew or accomplish some other tasks meanwhile.

3.8 When you have finished working, turn the steam regulator and the thermostat knobs until they are set to minimum. Always rest the iron on its heel.

4. I hereby annul Director's decree nr 1-2/2 „Safety precautions for sewing machines and irons“ from the 13th of January 2016.

Kaie Holm
Director