

Health & Safety Production Rules

Fabric-cutting:

- A. Danger areas should be clearly marked and access restricted by barriers, especially at cutting tables
- B. Machines should be fitted with adjustable guards to fully cover the exposed part of the cutting blade.
- C. Make sure that electrical conductor's are in good condition.
- D. Five-finger chain mail gloves should be available for use that fit all operators and worn at all times during cutting work and when handling blades.
- E. Regularly check the condition of the lighting, guard and cutting table. Regularly clean you machine to prevent build up of fluff, fly and off cuts.
- F. Old blades should be disposed of in a safe manner.
- G. Snacks are not permitted at your workstations. All drinks must be in a sealable bottle or a cup with lid and kept away from any fabric.
- H. Eating food on the production floor is not permitted. All drinks must be in a sealable bottle or a cup with lid and kept away from any fabric, preferably on the floor.
- I. Working alone is not permitted (e.g. overtime) if it involves using your machinery.

Sewing Machines

- A. Carry out a risk assessment on the provision of eye guards in line with the broken needle policy.
- B. Check that lighting is adequate and stays on when the motor is switched off, e.g. for safe threading.
- C. Vee belt and pulley drives are guarded.
Seating allows for good posture and ease of movement.
Cables are tied up to keep off the floors to avoid trip hazards.
Power should be switched off when carrying out adjustments and needle changing.
A safe system of work includes removing feet from treadle when threading and changing Needles.
- D. Broken needles are to be reported to either the Head sewing machinist, Head of Sewing Production, and if they are not available, Head of Cutting Production, who will comply with the broken needle policy (separate document kept on the production floor) and give you a replacement.
- E. The use of needle guards is recommended and can be found in the draw on your machine.
- F. Eating food on the production floor is not permitted. All drinks must be in a sealable bottle or a cup with lid and kept away from any fabric, preferably on the floor.
- G. Working alone is not permitted (e.g. overtime) if it involves using your machinery

Packing & Dispatch:

For any lifting activity always take into account:

- Individual capability
- The nature of the load
- Environmental conditions
- Training
- Work organisation

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distance
- Assess the weight to be carried and whether the worker can move the load safely or needs any help, maybe the load can be broken down to smaller, lighter components

General Rules

- A. All boxes are to be stacked no more than 7 high
- B. The needle guard is to be kept on the tagging gun needle when not in use.
- C. Doorways and walk ways are to be kept clear at all times.