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| 修订日期 | 修订章节 | 页次 | 修订内容摘要 |
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| 编制部门 | 国际设计学院 | 编制 | 刘侠 | 审核 | 金亨锡/金晓磊 |
| 规划质量办 |  | 首席质量官 |  |

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| 发 放 范 围 |
| 学校办公室 |  | 人事组织处 |  | 教务处 |  |
| 学生处 |  | 科研处 |  | 对外交流办公室 |  |
| 招生办公室 |  | 规划与质量办公室 |  | 财务处 |  |
| 资产管理处 |  | 图书馆 |  | 校工会 |  |
| 继续教育学院 |  |  |  |  |  |
| 商学院 |  | 机电学院 |  | 新闻传播学院 |  |
| 艺术设计学院 |  | 信息技术学院 |  | 外国语学院 |  |
| 珠宝学院 |  | 职业技术学院 |  | 马克思主义学院 |  |
| 体育教学部 |  | 国际设计学院 | √ |  |  |

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| 批准人 | 金亨锡 |

此文件为最新正式文件，此文件复印及印刷后属于非受控文件范畴。

**1．目的**

For the safety of students using fashion classroom, IIDC makes the rule to remind students of use fashion machines carefully, and also keeping the class regularly.

**2．适用范围**

国际设计学院

**3．定义**

无。

**4．职责**

4.1 IIDC checks the fashion classroom regularly.

4.2 IIDC fashion professor guides students to use machines carefully.

**5．管理内容**

5.1 Do not touch any functioning parts and devices of a sewing machine during running.

5.2 Do not place objects in openings on the machine

5.3 In order to prevent anyone from getting hurt, check the power switch is on or off before operating the machine.

5.4 Ask the instructor when you are in doubt about the sewing machine.

5.5 You have to report a breakage to a tool or machine to the instructor.

5.6 Before starting to work, inspect the sewing machine.

5.7 Tie it back if your hair is long.

5.8 When operating the sewing machine avoid losing fitting sleeves, sweater, jewelry, ties, and ribbons.

5.9 Wear low shoes & close-fitting clothing when sewing on a power machine.

5.10 Do not lean your face too close when stitching in case the needle breaks.

5.11 Keep aisles clear at all the times.

5.12 Keep tools, fingers, clothing and hair away from the needle.

5.13 Don’t force or pull the fabric. The sewing machine will move fabric automatically with the feed dogs. Of course, there are exceptions to every rule-sometimes you need to help the fabric if you get to a thick seam.

5.14 Take pins out of the fabric as you sew; DO NOT sew over pins.

5.15 Have someplace to keep your pins after you remove them from the fabric.

5.16 Don’t hold pins in your mouth, use a pin cushion or holder.

5.17 Be careful where you have the iron cords plugged in; make sure the cords will not get pulled on/tripped over from someone walking by.

5.18 Cut in a direction away from fingers and hands.

5.19 When you are done using the scissors, place the scissors away from table edges so they won’t fall to the floor. Even better, store your scissors in their protective cover or box.

5.20 Hand our scissors to another person so they will receive the handles of the scissors.

5.21 Keep the cover on the seam ripper when not using.

5.22 Keep your feet off the treadle when you are setting or threading the needle.

5.23 Use both hands to raise & lower the machine head.

5.24 Never touch the soleplate of the iron when in use. Test the iron temperature and steam setting controls on an inconspicuous area of your material or sizeable fabric scrap.

5.25 Keep your fingers and face away from the steam.

5.26 Rest the iron on its heel when not in use.

5.27 When not in use, the iron should be resting upright on its heel (base) end.

5.28 After finishing work unplug everything: irons, machines, overlock， and lights,etc.

5.29 Keep clean of the classroom.

5.30 Put irons and scissors in the right place after usage.

5.31 Put the used draperies in the right place.

5.32 No fires in the classroom.

**6．相关文件**

无

**7．相关记录**

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| 无 |  |

**8．附件**

无