

SAFETY PROTOCOL

INTRODUCTION TO COSTUMING

Costume shop equipment can cause serious injury if not properly used. If an injury occurs, notify costume shop personnel immediately.

DURING LABS:

- All backpacks must be secured behind the partition in the costume shop.
- No food or drink is allowed on the cutting table.
- Only water is allowed on the craft table.

-Sewing machine:

- Machine must be off before changing needles.
- Fingers must be kept a minimum of 2” to the left and right of the machine needle while sewing.

-Sergers (overlock machine):

- Fingers must be kept a minimum of 2” to the left of the machine needle while sewing.
- Cutting mechanism door must be closed while operating machine.
- Do not attempt to re-thread the machine if it becomes unthreaded. Ask for help from a costume shop staff person.

-Industrial temperature controlled iron:

- Keep hands and fingers away from steam vents while steaming. [The steam can cause serious burns.](#)
- Iron must be kept flat on the rubber pad when not in use.
- Do not leave iron unattended on ironing board surface. [This is a fire hazard.](#)
- Do not leave iron unattended on clothing surfaces.

-Commercial (home) iron:

- Keep hands and fingers away from steam vents while steaming. [The steam can cause serious burns.](#)
- Iron must be kept upright when not in use.
- Do not leave iron unattended on ironing board surface.
- Do not leave iron unattended on clothing surfaces.

-Flammables:

- All flammables must be used under the supervision of a costume shop staff member. [Flammables are fire hazards.](#)

-Shoe dyes, shoe paint, glues and miscellaneous chemicals:

- Appropriate masks and gloves must be worn when using these chemicals. **Serious respiratory issues can occur if proper safety precautions are not taken.**
- Wash hands thoroughly after using.
- Work surfaces must be protected by towels or kraft paper.
- Work surfaces must be properly cleaned **with hot soap and water** after use.

IF/WHEN IN DOUBT, ASK!