

# Safety Calendar

## January

Flammable's Usage Inventory for last year  
Emergency Lights Inspections

## February

Safety Committee Meeting (BP)  
Post OSHA300 Log (both locations) - Feb 1  
Compliance Manager Check-up

## March

Safety Committee Meeting (STP)

## April

Schedule Hearing Tests (call for dates)  
Check Weather Alert Radios & Put In New Batteries  
Take down OSHA Log - April 30  
Post Hennepin Cty Haz Waste License in BP  
Post Ramsey Cty Haz Waste License in STP  
Bloodborne Pathogen Training/Re-training (BP)

## May

Safety Committee Meeting (BP)  
Schedule RTK Meeting with PIM  
Compliance Manager Check-up  
Bloodborne Pathogen Training/Re-training (STP)

## June

Safety Committee Meeting (STP)  
SDS Review by Department  
Annual Inventory of Chemicals Used by Department

## July

Review - Contingency Plan  
Review - Lockout/Tagout Program  
Annual Hearing Tests

## August

Safety Committee Meeting (BP)  
Fire Hydrant Inspection  
Compliance Manager Check-up  
RTK Meetings

## September

Safety Committee Meeting (STP)  
Compliance Manager Checkup

## October

Review Safety Programs  
Annual Compliance Audit (PIM)  
MN/US DOT Registration  
PIM Great Printer ReApplication

## November

Safety Committee Meeting (BP)  
Review Safety Committee meeting dates or new year  
Review Safety Committee members  
Compliance Manager Check-up  
Review PIM Contract (expires 12/31)  
Inspect Smoke Evac. Systems  
Inspect Fire Windows  
Inspect Fire Sprinkler System

## December

Safety Committee Meeting (STP)  
Haz Waste License Appl & Mgmt Plan  
Fire Extinguisher Inspections  
Elevator Hydraulic Safety Test

## Color Key

Maintenance  
Human Resources  
PIM Printing Industry Midwest  
Department Managers  
Purchasing/Manu. Support Mngr

\*\*Forklift Training every 2 years