

# SAFETY COMMITTEE - COMPLIANCE PUNCH LIST

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*1<sup>ST</sup> QUARTER - March 10, 2016*

*ST. PAUL*

	Assigned To	Assignment	Progress/ Date Completed
1	Jim Clancy	Document pre-use inspections of material handling vehicles in the bindery and press area.	6/7/16
2	Bruce Reeve	Repair the broken electrical box on the post in the bindery area.	6/7/16
3	Bruce Reeve	Place additional machine guarding on equipment like the drill next to the Lawson drill and other equipment.	3/23/16
4	Jim Clancy	Maintain at least 3 feet of clearance in front of electrical panels and switches like in the hand bindery near the eye wash station.	6/7/16
5	Grant Bjornberg	Update the MSDS binders with the SDS's.	90% done
6	Nancy Kunkel	Update the blue color Emergency Response postings that have the former Plant Manager's name. Also update the OSHA Safety and Health poster in the upstairs lunchroom.	3/10/16
7	Bruce Reeve	Place labels on the waste drum in the ink room and drum with the funnel in the centrifuge room.	3/10/16