

# SAFETY COMMITTEE - COMPLIANCE PUNCH LIST

---

*1<sup>ST</sup> QUARTER - February 16, 2017*

*BROOKLYN PARK*

	Assigned To	Assignment	Progress/ Date Completed
1	Rob Koosmann Roger Higdon	Document pre-use inspections of the material handling vehicles in the 6845 building.	Completed 3/14/17
2	Rob Koosmann James Blake Roger Higdon Elizabeth McMullen	Place dock chocks at all trailers at the 6845 building.	Completed 4/17/17
3	Dan Thieschafer	In the laminator area, securely store the fire extinguisher or remove it if it not required and add a chemical label to the red can.	Completed 4/17/17
4	Dan Thieschafer	Place a cover over the computer cords on the floor in the CAD room.	Completed 4/17/17
5	Dan Thieschafer	Complete equipment specific lockout procedures for the new poly wrapper (Sitma) and other new equipment to be added in the future (Kluge, etc.).	Not completed
6	Dan Thieschafer	Make sure that all used florescent light bulbs (U tubes, etc.) are stored in closed containers and labeled with the words "Used Lamps" or "Waste Lamps".	Completed 4/17/17