

# SAFETY COMMITTEE - COMPLIANCE PUNCH LIST

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*1<sup>st</sup> QUARTER – February 15, 2018*

*BROOKLYN PARK*

	Assigned To	Assignment	Progress/ Date Completed
1	Dan Thieschafer	Replace the broken faceplate on the 4 plex electrical box near the pallet wrapper and scale in the 6905 building.	3/22/18
2	Dan Thieschafer	Close the holes on the electrical boxes along the wall behind the shipping work stations.	3/22/18
3	Rob Koosmann	Clear the area in front of the exit door in the dock area at the 6905 building.	3/22/18
4	Larry Knutson	Add some floor tape to make sure the area in front of the exit door #18 in the digital room is clear of stored material.	5/8/18
5	Dan Thieschafer	Move the used light bulbs from the 6905 building to the used bulb storage location in the 6845 building in cage.	
6	Dan Thieschafer	Place the locator signs above the first aid kits.	
7	Roger Higdon	Add some brooms and dust pans to assist in cleaning the area around the cutters.	3/6/18
8	Dan Thieschafer	With regard to the bench grinder in the maintenance shop, place a spark arrestor on the bench grinder. Also maintain the gap to within one eighth of an inch with the bench grinder tool rest and the gap to within one fourth of an inch with the tongue guard.	3/22/18
9	Dan Thieschafer	Complete equipment specific lockout procedures for the new poly wrapper (Sitma) and laminator.	