

**SAFETY COMMITTEE
COMPLIANCE PUNCH LIST
2nd QUARTER
BROOKLYN PARK – May 8th, 2014**

	Assigned to:		Date Completed
1	Chris Prigge	Hand jacks in Press room need to be replaced, won't lift high enough	6/4/14
2	Dan Thieschafer	Place a faceplate around an outlet in the Lettershop Ink Jet room	6/10/14
3	Nancy Kunkel	Maintain at least 18 inches below the sprinkler heads in the office storage area-upstairs bldg. A	6/27/14
4	Mike Oman	Maintain at least 36 inches clearance in front of the electrical panels near the Bobst.	
5	Steve Lasher	Check anti-fatigue mats in the Lettershop & replace as needed	7/18/14
6	Steve Lasher	Wrapper in Lettershop needs to be replaced	Not replaced at this time
7	Rob Koosman, Steve Lasher, Chris Prigge	Maintain up-to-date records of the pre-use inspections for all material handling vehicles.	Lettershop 8/12/14 Press 8/12/14 Distribution 8/13/14
8	Dan Thieschafer	Repair the electrical cord on the 5-40 tabber. The plug was missing a ground plug and there were exposed wires on the cord.	6/5/14
9	Dan Thieschafer	Check the non-lighted emergency light and light bulbs in the exit light at the bottom of the stairs near door 41 in the 6905 building.	5/8/14
10	Chris Prigge, Julie Robinson	Label chemical containers that have illegible labels or no chemical labels with the appropriate labels for those containers. Also add a chemical label to the container of developer in the pre-media area.	Premedia 8/11/14 Press 8/8/14
11	Dan Thieschafer	Within Finishing, replace a missing metal guard on the "A" monitor and replace the missing side covers on the old 6 stacker.	7/3/14
12	Dan Thieschafer	Within Distribution, add some decking for the racks.	7/28/14

Discussions

1	Steve Kirk	Maximum box weight – 40lbs for company	Toolbox Topic
2		Lettershop employees are working very hard moving material – do we need to look at equipment (forklift or electric pallet jacks).	