

# SAFETY COMMITTEE - COMPLIANCE PUNCH LIST

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*2<sup>nd</sup> QUARTER – June 8, 2017*

*ST. PAUL*

	Assigned To	Assignment	Progress/ Date Completed
1	Dan Nelson Mike Schmit	Document pre-use inspections of material handling vehicles in the press area and finishing.	
2	Bruce Reeve	Schedule the annual hoist inspection.	6/19/17
3	Bruce Reeve	Add a faceplate around an electrical outlet and replace the broken faceplate near the Packsize.	6/15/17
4	Bruce Reeve	Regarding the bench grinder, 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. Also separate the grinder from the parts washer with more distance.	6/19/17
5	Bruce Reeve	Keep the path to exits clear of stored material.	6/19/17
6	Bruce Reeve	Replace the faded chemicals labels with newer labels having the chemical name and hazard identification numbers.	6/19/17
7	Bruce Reeve	Replace the broken guard on the perfect binder.	6/16/17
8	Bruce Reeve	Continue to document the routine inspections of the eye wash stations and waste storage areas.	6/16/17
9	Bruce Reeve	Place waste labels on the waste ink drum in the web area and waste solvent in the centrifuge room.	6/16/17
10	Bruce Reeve	Keep all used fluorescent light bulbs in closed boxes or containers and label as "Used Lamps".	6/16/17