

SAFETY COMMITTEE - COMPLIANCE PUNCH LIST

2nd QUARTER – March 8, 2018

ST. PAUL

	Assigned To	Assignment	Progress/ Date Completed
1	Dave McDermond	Document pre-use inspections of the material handling vehicles in the finishing and press areas.	Open
2	Rob Koosmann Nancy Kunkel	Update the training records of the employees certified to use the material handling vehicles.	9/10/18
3	Bruce Reeve	Repair the electrical boxes on the post in the aisle near the finishing area.	Open
4	Bruce Reeve	Place a waste label on the waste ink drum in the web area.	9/10/18
5	Grant Bjornberg	Remove the older MSDSs from the SDS binders.	Open
6	Dave McDermond	Enforce the use of hearing protection in the required production areas.	9/10/18
7	Steve Kirk Nancy Kunkel	Review the plan of action in case of a fire.	Open