

SAFETY COMMITTEE  
COMPLIANCE PUNCH LIST  
3rd QUARTER  
BROOKLYN PARK – August 14, 2014

	Assigned to:		Date Completed
1	Steve Kirk Troy Bauer	Discuss in future toolbox talks the proper use of pallet jacks (no riding on them) and the weighting and lifting of boxes no more than 40 pounds.	Pallet Jacks 9/1/14 >40 will be 12/1/14
2	Dan Thieschafer	Install a height sensor on the Yale forklift.	Open –working on project, complete est. Dec. 1, 2014
3	Steve Kirk Rick Hamann	Continue to address the issue of keeping aisles clear of stored material.	Kaizen Event
4	Chris Prigge, Rob Koosman, James Blake	Address the unstacking of skids of paper at the presses.	11/11/14
5	James Blake	Reposition material stored on the top rack along the wall near the maintenance shop. Material was extended out where it might be hit.	11/06/14
6	Dan Thieschafer	Install a guard for the front of the shop press stored in the maintenance shop.	11/07/14
7	Dan Thieschafer	With regard to the bench grinders, 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.	11/07/14
8	Rob Koosman	Maintain at least 36 inches clearance in front of the electrical panels outside the Mechanical room in the 6905 building.	11/10/14