

SAFETY COMMITTEE - COMPLIANCE PUNCH LIST

3rd QUARTER – September 14, 2017

ST. PAUL

	Assigned To	Assignment	Progress/ Date Completed
1	Rob Koosmann Dan Nelson	Document pre-use inspections of the material handling vehicles.	12/11/17
2	Dan Nelson	Maintain at least 3 feet of clearance in front of electrical panels.	12/11/7
3	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.	12/8/17
4	Dan Nelson	Keep the path to exits clear of stored material. For example, near the far stitcher.	12/11/17
5	Bruce Reeve	Replace the faded chemicals labels with newer labels having the chemical name and hazard identification numbers.	12/8/17
6	Grant Bjornberg	Remove the older MSDSs from the SDS binders.	-
7	Rob Koosmann	Document daily cleaning of bailer room dust from the electrical conduit, the top of the electrical panel, motors.	
8	Bruce Reeve	Place a waste label on the waste ink drum in the web area.	12/8/17
9	Bruce Reeve	Replace the burned out light bulb in the chemical storage room.	12/8/17