

SAFETY COMMITTEE - COMPLIANCE PUNCH LIST

4th QUARTER – December 15, 2016

ST. PAUL

	Assigned To	Assignment	Progress/ Date Completed
1	Jeff Oman Mike Schmit	Document pre-use inspections of material handling vehicles in the press area and finishing and give those documents to Steve Rosengren.	
2	Bruce Reeve	Place labels on chemical containers with the hazard information on the labels.	Completed 3/8/17
3	Bruce Reeve	Place a waste label on the drum containing waste ink in the ink room.	Completed 3/8/17
4	Bruce Reeve	Replace the burned out light bulb in the centrifuge room.	Completed 3/8/17
5	Bruce Reeve Jeff Oman	Provide a ladder for the chemical supplier vendor to prevent potential slips and falls.	
6	Bruce Reeve	Provide hose reels in finishing.	½ done as of 3/8/17
7	Troy Bauer Jeff Oman	Enforce the use of hearing protection in the production areas.	
8	Bruce Reeve	Replace the broken guards on the stitcher.	
9	Bruce Reeve	Add non-skid treads to the stairs near the web.	Completed 3/8/17