

SAFETY COMMITTEE - COMPLIANCE PUNCH LIST

4th QUARTER – November 9, 2017

BROOKLYN PARK

	Assigned To	Assignment	Progress/ Date Completed
1	Dan Thieschafer	Replace the broken faceplate on the 4 plex electrical box near the shrink wrapper in the 6905 building.	2/2/18
2	Dan Thieschafer	In the laminating area, close the holes on the bottom of electrical panel A 1.	2/2/18
3	Dan Thieschafer	Also at the laminator repair the motor, the wiring was exposed.	2/2/18
4	Dan Thieschafer	Place the locator sign above the new location for the first aid kit outside of Roger Higdon's office.	Not done – moving 1 st aid kit – ordered another
5	Dan Thieschafer	Place any used fluorescent light bulbs to be sent for recycling in closed containers. Each box or container also should be labeled with the words “Used Lamps” or “Waste Lamps”.	2/2/18
6	Steve Schwarz	Keep the clips closed on the funnels on the top of the waste solvent drums at the presses.	2/2/18
7	Dan Thieschafer	Complete equipment specific lockout procedures for the new poly wrapper (Sitma) and laminator.	Open
8	Roger Higdon	Look at possibly adding lifts in the lettershop.	Added two lifts 2/1/18