

# SAFETY COMMITTEE - COMPLIANCE PUNCH LIST

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4<sup>th</sup> QUARTER – December 14, 2017

ST. PAUL

	Assigned To	Assignment	Progress/ Date Completed
1	Dave McDermond / Rob Koosmann	Document pre-use inspections of the material handling vehicles.	1/16/18
2	Dave McDermond	Maintain at least 3 feet of clearance in front of electrical panels (in the finishing area and near the web).	3/8/18
3	Bruce Reeve	Repair the electrical boxes on the post in the aisle near the finishing area.	
4	Nancy Kunkel	Replace the blue colored Emergency Response lists with the updated contact names.	12/27/17
5	Grant Bjornberg	Remove the older MSDSs from the SDS binders.	
6	Bruce Reeve	In the web area, replace or remove the eye wash bottle. The solution has exceeded the expiration date.	12/18/17
7	Dave McDermond	Also in the web area, place the knife into the knife holder.	12/21/17
8	Bruce Reeve	Place all of the used fluorescent light bulbs into closed containers or boxes with words “Used Lamps” or “Waste Lamps”.	12/21/17
9	Bruce Reeve	Replace the burned out light bulb in the centrifuge room.	12/21/17