

# SAFETY COMMITTEE - COMPLIANCE PUNCH LIST

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*4<sup>th</sup> QUARTER – November 8, 2018*

*BROOKLYN PARK*

	Assigned To	Assignment	Progress/ Date Completed
1	Rob Koosmann	Document the pre-use inspections of the material handling vehicles in the 6845 and 6905 buildings.	2/11/19
2	Dan Thieschafer Rick Clarin	Document monthly inspections of the eye wash stations on the inspection forms.	12/2/18
3	Kathy Osterberg	Have department managers review as a tool box discussion item the fire evacuation and storm shelter assembly procedures with their employees.	11/30/18
4	Nancy Kunkel	Have department managers remind employees to place ice melt on the walked areas.	11/30/18
5	Managers	Maintain at least 3 feet of clearance in front of electrical panels. For example, in the plate making room and near the Sitma.	2/11/19
6	Nancy Kunkel	Update the Emergency Response postings and remove Moses' name since he is currently located at the St. Paul location.	11/14/18