

# SAFETY COMMITTEE - COMPLIANCE PUNCH LIST

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3<sup>rd</sup> QUARTER – October 2, 2019

ST. PAUL

	Assigned To	Assignment	Progress/ Date Completed
1	Ed Holub	Document weekly cleaning of the bailer area.	Open
2	Tom Wall	Remove the older MSDSs from the SDS binders.	Open
3	Bruce Reeve	Replace the worn floor mats.	12/9/19
4	Bruce Reeve	Place a waste label on the waste ink drum in the web area and store any used vehicle batteries into a plastic container before shipping them for recycling.	12/9/19
5	Bruce Reeve	Repair the ground fault at the perfect binder.	12/9/19
6	Dave McDermond	Maintain at least 3 feet of clearance in front of electrical panels (near web, etc.).	12/9/19
7	Tom Wall Dave McDermond	Consider group training for new material handling vehicle operators rather than using one computer.	Open
8	Bruce Reeve	Replace the worn-out chemical labels and also place ones on the metal cans.	12/9/19
9	Dave McDermond	Review action to be taken in case of a severe weather emergency during the night shift.	Open
10	Dave McDermond Tom Wall	Provide some lift training at the bundlers.	Open