

SAFETY COMMITTEE - COMPLIANCE PUNCH LIST

3rd QUARTER – August 11, 2021

BROOKLYN PARK

	Assigned To	Assignment	Progress/ Date Completed
1	All Managers	Update the SDS binders and sign at the bottom of the index page in each binder. Press (Jim Hesch) Maintenance (Dan Thieschafer) Bindery (Kevin Washington) Premedia (Scott Andres) Mailing (Kevin Anderson) Digital (Dave Manship) Variable Web (Dave Manship)	Done Done Open Done Open Done Open
2	Dan Thieschafer	Continue to document the monthly inspections of the fire extinguishers.	10/11/21
3	Dan Thieschafer	Complete the lockout procedure for the Bobst Blanker.	
4	Dan Thieschafer	Maintain at least 3 feet of clearance in front of the electrical panels around the 260 Converting #3 machine in the Bindery and avoid moving the gluer close to those panels.	10/11/21