

# SAFETY COMMITTEE - COMPLIANCE PUNCH LIST

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*3<sup>rd</sup> QUARTER – August 16, 2023*

*BROOKLYN PARK*

	Assigned To	Assignment	Progress/ Date Completed
1	Dan Thieschafer	Replace the burned-out light bulb in the exit sign outside of the HR's office.	
2	Josh Maser	Ensure that chocks are used at all the parked trailers at the 6845 building.	
3	Rob Koosmann	Continue to document the inspections of the material handling vehicles used in both buildings.	
4	Ricardo Santiago	Continue to document the monthly inspections of the eye wash station in the 6845 building.	
5	Dept Managers, Ricardo to confirm completion	Update all the SDS binders.	
6	Dept Managers, Ricardo to confirm completion	Update the binders containing the lockout procedures for both buildings.	
7	Rachel Lenzen Cristi Trost	Update the Emergency Contact list in the Accounting Printer area.	
8	Rachel Lenzen	Locate the latest OSHA 300 forms.	
9	Jeff Giese	Apply a waste ink label on the drum holding the waste ink in the 6845 building.	
10	Rob Koosmann	Check the AEDs to make sure those have not exceeded their expiration dates.	