

Employee Newsletter

In This Issue



10-hr & 30-hr Classes to be Offered

-Ed Nolter

Director, EHS | ednolter@functionofbeauty.com

Page 2

EHS Website
Announcement
Employee Wellness

Page 3

Weekly Toolbox Talks
Service Anniversaries

Page 4

Supervisor's Corner
Safety Committee Corner
Training & Drills

As we develop our safety program here at Function of Beauty with the support of our Leadership Team, I've elected to incorporate the Occupational Health & Safety Administration (OSHA) 10 & 30 courses.

These courses will be taught by our EHS department and lead by myself, an OSHA-authorized instructor.

We will give a broad overview of the most significant health & safety topics that affect industrial & manufacturing environments. OSHA training is becoming mandatory in more states and industries every day.

The OSHA Outreach Training Program provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces.

The program also provides information regarding workers' rights, employer responsibilities, and how to use OSHA's resources.

This is a voluntary program and does not meet training requirements for any OSHA standards or mandated training competencies.

Through this program, our employees can attend the 10-hour or 30-hour class delivered by the Function EHS Team.

The 10-hour class is intended for entry level employees, while the 30-hour class is more appropriate for supervisors or those with some safety responsibility, like our Safety Champions and those with training responsibilities related to safety.

Through each course, OSHA helps to ensure that workers throughout the United States are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

Watch for additional information regarding upcoming classes.

The first 10-hour OSHA training class will be given on October 26, 2021 at the Pennsylvania site with other times and locations to follow for the 10- and 30-hour classes.

Please reach out to the EHS Department for additional information or discuss this opportunity with your manager or supervisor.

Please visit our website at FunctionEHS.com for up-to-date programs, policies, Safety Concern Form (SCF) submission, and other training opportunities.



Stay Safe
-Ed

Sustainable Waste Management

-Alec Weaver, EHS

alec@functionofbeauty.com

The EHS department of Function of Beauty is committed to ensuring that we go above and beyond when it comes to sustainability, and environmental compliance.

This is a core value to both the EHS department and the company as a whole.

We are constantly exploring opportunities to reduce our environmental footprint through finding creative ways to reduce, reuse, recycle, or eliminate our wastes.

We do this while meeting and exceeding all requirements necessary to be in compliance with federal EPA, and state DEP regulations regarding air, land, and water pollution.

In order to ensure we continue to meet these standards, we have implemented an Environmental Management Program.

This program outlines our efforts to manage our wastewater, stormwater, air emissions, solid waste, and non-hazardous liquid wastes.

The EHS department's goal is to be landfill free with all of our waste streams. We feel like this is a huge step towards doing our part to protect the environment.

Instead of continuing to contribute to landfills, we are moving towards options like waste-to-energy processes and recycling initiatives. This will not only help reduce methane emissions, but also help to generate renewable energy through the combustion of our non-recyclable wastes.

The ash that is left from this is then processed, and metals can be separated and recycled.

In addition to this the remaining ash is then used in the production of things like asphalt and cement.

Becoming a sustainable company is about more than just improving our image, it's about doing our part in improving the environment.

Flexible Cabling and Electrical Cord Safety

We all use electrical cabling and water or air hoses across our work areas, and it is important to be sure they are used properly and safely. Risks from improper usage include tripping, falling, slips, or potentially electric shock due to the use of damaged cables.

Some tips to keep yourself safe include:

1. Store all cords and hoses when not in use and hang them up if possible to prevent any damage to them from being left on the ground.
2. Always inspect a cable or hose before use to ensure there is not any wear and tear that could put you at risk of injury. **Never** repair a damaged cable yourself with electrical tape or similar substances and don't forget to inspect the plugs and outlets as well!
3. When using extension cords and plug strips, never plug them into one another. "Daisy Chaining" or plugging plug strips into extension cables and other multi-tap devices, creates a significant risk of overloading the cabling, resulting in a significant fire hazard & the potential for serious injury or significant damage to equipment.
4. Keep all cords out of walkways and away from foot traffic.
If you have to run a cable near a work area, use a cable ramp to protect it and eliminate the hazard.

-Grant DenBesten, EHS

grant@functionofbeauty.com

It is important to plan how and when cables are routed in order to minimize these risks.

Remember, safety is your best tool!

Function Of Beauty Word Search

By: **Tim Zerbe**

Beauty
Function
Safe
Lift
Careful
Bend
Vest
Protect
Food
Ladder
Team

Q: Why did the chicken cross the road?

Answer on page 4



L	S	S	R	S	A	F	Z	F	U
A	B	A	T	V	W	Y	L	O	I
D	O	F	U	N	C	T	I	O	N
D	T	E	L	H	Z	R	N	D	M
E	T	H	J	U	Y	V	E	S	T
R	L	X	O	T	F	I	L	Q	K
D	E	M	U	E	U	E	U	C	H
N	T	A	Y	A	Q	I	R	N	D
E	E	A	J	M	E	W	O	A	T
B	P	R	O	T	E	C	T	P	C

An Intern's Point of View

-Jadyn Brezinski

jadyn@functionofbeauty.com

My name is Jadyn Brezinski and I am currently a summer Production and Operations intern at Function of Beauty.

I have thoroughly enjoyed the opportunity to intern the last three summers at the Pennsylvania office. Working at Function is anything, but ordinary to say the least. As the Production and Operations intern, I am constantly challenged with tasks that have pushed me to think outside the box.

Words cannot express the respect I have for the people at Function no matter what their job title or position may be. Everyone is so hardworking and motivating from the VP's to the production workers.

You inspire me to excel in all my tasks even if it as small as running down the street for food for Josh Lister. Each day I come to work I feel as though I am expanding my knowledge and continue to grow in and out of the work place.

The days are closing in on our time here as interns, but I think I can speak for all of us and say a big "thank you" to Function of Beauty. You have helped us to return to our respective college campuses as better individuals for our fall semesters. I am grateful for the challenge to think differently and sometimes be a little crazy, while having the opportunity to work with so many amazing people.

the function energy

Service Anniversaries

July

- Matthew Almy: Fri, 2 years
- Kim Shadle: 1 year
- Giovanni Perocier: 1 year
- Nicole Metzler: 1 year
- Viv Phan: 1
- Kate McDonnell: 1 year
- Sue Beaubien: 2 years
- Nate Orlikowski: 2 years
- Amy Vanderkolk: 2 years
- Edna de Jong Bustamante-Vargas: 2 years
- Matt Cordes: 3 years
- Paul Saweikis: 3 years
- Melissa Latosky: 1 year
- Kat Lian: 1 year
- Valerie Johnson: 1 year

- Matthew Carl: 2 years
- Celeste Harner: 2 years
- Patrick Baylor: 1 year
- Kari Skitka: 3 years
- Azusena Hernandez: 1 year
- Pat Webb: 1 year
- Dustin Marshall: 1 year
- Nathan McDonnell: 1 year
- John Zimmermann: 1 year
- Kacey Warner: 1 year
- Robbie Hutchison: 1 year
- Heather Bateman: 1 year
- Deb Thomas: 1 year

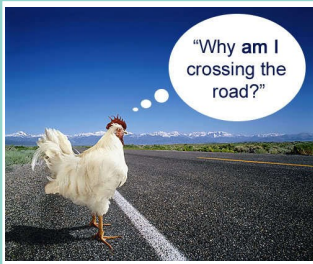
August

- Jonathan Cho: 3 years
- Nan Latsha: Sun: 1 year
- Brian Hemrick: 1 year

- Krisztina Bevan: 2 years
- Lisa Lamothe: 1 year
- Chris Charles: 1 year
- Kelly Murray: 1 year
- Heather Briggs: 2 years
- Austin Krum: 3 years
- Todd James: 1 year
- Bill Or Billy Fisher: 1 year
- Austin Bucher: 1 year
- Shaine McKenna: 1 year
- Joshua Lister: 3 years
- Brianna Maciejewski: 3 years
- Joe Parish: Tue, 1 year
- Braden Heim: 1 year
- Gabby Llanes: 1 year
- Jeff Brown: 1 year
- Eric Burchard: 1 year
- Ebony Matlock: 1 year

Upcoming Training & Drills

Courses via ThinkHR are assigned on a variety of topics, please complete them promptly when assigned.



Answer:
Because it's a chicken and doesn't comprehend the dangers of the choice it's making.

Don't be like the chicken.
Recognize, understand, and all report hazards.

Manager & Supervisor EHS Training

August 25th @ 3pm

Classrooms in FoB 8 & 10

Also available via Google Meet

(Contact your EHS Representatives for more information)

Topic: To Be Announced

Sessions reoccur monthly

August - Spill Response 1.5 Hours

Required: All Production, Building Maintenance, Production & Warehouse Supervisors

September - Powered Industrial Truck Classroom 1.5 Hours

Practical Recertification (.25 Hours)

Required (classroom): New PIT Operators
Required (recertification): As designated by Certification Records

October - Practical Fire Extinguisher Training (Classroom & Live Fire) 1.5 Hours

Required: Emergency Response Team Members, Supervisors

November - Warehousing Safety (All Aspects) 1.0 Hours

Required: Materials Handlers, Warehouse, Inventory Control, Production Maintenance

December - Working at Heights 1.5 Hours

Required - Building Maintenance, Production Maintenance, Inventory Control

Supervisor's Corner



Scan the QR Code for access to the EHS Training and Events calendar.

Required regulatory training and other important events are available so that you may plan accordingly to keep your teams up to date and safe throughout the organization.

Safety Committee Corner



Safety Committee Meeting Dates 2021

Michigan

August 19th at 2:30pm in the North Conference Room

Pennsylvania

August 17th at 12:30pm in the FoB 10 Training Room.

Thank you
Function Family!



What makes you
happy?

Contact our editors if you would like to submit an article or topic.

Editor in Chief: Josh Lister—lister@functionofbeauty.com

Editor: Jeff Brown—jeffbrown@functionofbeauty.com

Editor: Ed Nolter—ednolter@functionofbeauty.com

Editor: Grant DenBesten—grant@functionofbeauty.com