

# Employee Newsletter In This Issue

## Happy Thanksgiving Function Family

Every year we each take the day of Thanksgiving to be with family & friends and be thankful for what the past year has brought.

This year is certainly no different. Function is glad to that each and every one of you is a part of the Function Family.

Safe travels and happy Thanksgiving to all.

## OSHA 10 Hour Training



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-JR Murray

Senior Operations Manager | [JR@functionofbeauty.com](mailto:JR@functionofbeauty.com)

I would like to say "Thank You" to our amazing Environmental Health & Safety Department for coordinating our recent OSHA 10-hour training class.

It is really great to be a part of a company that values the safety of its employees as much as we do here at Function of Beauty.

We were uniquely positioned for this training in that we have a certified OSHA outreach instructor who also happens to be our Director of Safety...(shameless shout out to Ed Nolter).

This training covered many topics that affect our daily lives here at Function; Forklift Safety, Hazard Communication, PPE, and Indoor Air Quality just to name a few.

Many of our leaders and facilities support personnel were able to participate in this 2-day training seminar.

In fact, chances are that *your* manager participated.

For those of you reading this that did participate in the training; please take some time to share your learnings with your teams.

It is a well-known fact that knowledge is most powerful when shared and that is especially true in the pursuit of Safety Excellence.

*Thanks again for all that you do.*

Date *-JR*

Authorized Signature





# Behavioral Based Safety Observations

**-Ed Nolter**, Director EHS  
[ednolter@functionofbeauty.com](mailto:ednolter@functionofbeauty.com)

A Behavior Based Safety Observation (BBSO) are recorded observations to improve worker safety and reduce risk. BBSOs typically involve managers and other appointed staff evaluating tasks and operations while making notes and suggestions to improve safety.

Additionally, workers can also submit SCF's and NM's based on risks they see while performing their work. Beyond taking a comprehensive look at worker safety, BBSOs examine the work habits, environment, and efficacy of training processes.

Very seldom do employees work in an unsafe manner on purpose. Generally speaking, accidents and mistakes are the result of unsafe work habits (over 60% of the time). This is where Behavior-Based Safety management principles play a key role in identifying unsafe habits – doing a BBSO for a process or task is less formal than a full hazard surveillance audit and is more likely to reveal bad habits in the workforce.

Habits are a powerful force in the workplace and can be a subconscious driver of either productivity or an unsafe environment. If left unchecked, bad habits can spread like wildfire from one worker to another. BBSO programs are meant to make safe behavior habitual throughout the organization, "culture".

- Behavior based safety addresses the subconscious and harder to stifle root causes of incidents, Human Factors.

A behavior-based safety program is essentially about having a formal system in place to track, measure, and respond to safety observations made within our organization.

Stay tuned for more information over the coming weeks as we will begin this initiative across Function of Beauty, in conjunction with our current behavioral based hazard surveillance rounds.

Stay safe  
-Ed

## Hazard Observation Reports

Function of Beauty Behavioral Based Safety Program  
Hazard Observation Report

**Ryan Harrower-**, EHS Specialist

[ryan@functionofbeauty.com](mailto:ryan@functionofbeauty.com)

Name (Print Clearly)		Shift	Location (By FoB #)	
Safety Zone Checked				
Housekeeping	Is equipment kept clean and free of dust and debris?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are floors & walkways free of trip hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are employees and do they call out an easy exit from the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is Safety Equipment easily accessible? (Fire Extinguishers, Safety Showers, Spill Kits, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Electrical Safety	Are leaks and spills cleaned up immediately?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are work areas kept clear of clutter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are electrical cords in usable condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all electrical cords wrapped and stored correctly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Chemical Safety	Are electrical cords properly accessed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do all electrical cords prevent tripping, falls, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are all chemical gases properly labeled? (Chemical Name, Date)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all flammable/ combustible cabinets properly grounded or stored correctly and	<input type="checkbox"/> Yes <input type="checkbox"/> No
PPE	Are all chemicals properly stored/ secured/ anchored?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all chemicals properly disposed of?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are employees using PPE in the appropriate areas? Example: Safety Glasses/ Respirators	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Equipment Use	Are employees using equipment correctly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is all equipment (e.g., PPE) routinely checked before use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is safety signage displayed when hazards are present?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does all equipment have safe electrical	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all machines or equipment in the area properly guarded?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Observations & Notes	

At Function of Beauty, we have a behavioral-based safety program. What does that mean for us? The program works directly with all employees at all levels, being sure to focus on complying, recognizing, and coaching. To reinforce this, the EHS Department is rolling out a new BBS (behavioral-based safety) Hazard Observation Report form.

The goal of the new form is to have everyone focus on an environment that is not as familiar to them. To focus on others to shape one's perceptions of the environment.

What we see is based on what we are looking for and this is especially true when it comes to identifying hazards in the workplace.

The new form serves as a guide for employees to do their hazard assessment and perceive risks simultaneously that may go unnoticed.

The form identifies five different categories and then asks more in-depth yes or no questions regarding the topics of focus.

These yes and no questions are asked to be expanded upon through the observation of the employee to assist in developing a safety mindset.

Ideally, the employee will come into the new area with less cognitive bias and free of any preconceived notions that directly affect the number of risks the employee is willing to deem acceptable.

With this new form, employees will be involved directly with safety to continue having a safe workplace that is free of recognized hazards.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
All forms Must Be Signed And Dated

Return Completed Forms For The Assigned Area To EHS Before The End Of Your Day.

## Employee Spotlight

### -Avery Konyar Cooperative Education Student

Hello Function, my name is Avery Konyar.

Just for a little bit of background on me, I am a senior in high school at Southern Columbia Area High School. I play softball and am involved in school clubs and organizations such as National Honor Society, Student Council, Future Business Leaders of America, student tutoring, chorus, encore, and more. I enjoy musicals, summer, hanging out with my friends, reading, and being at home.

Currently, I am a part of the cooperative education program which is how I found myself here at Function of Beauty. I work part time on the second shift where I usually pack, and I have had the pleasure of meeting people on second shift as well.

Many people here on the first and second shifts don't know what I do while I'm here in the morning and I am more than happy to share. I am a co-op student which means I function like an intern, but it actually comes with a few additional perks.

My industrial/organizational co-op focuses more on learning, so instead of going right to work I observed and learned about what goes on here that keeps a business running.

At the beginning of my time here, I worked with JR to create a plan that basically mapped out the framework of what I would be doing. First, I started learning the different jobs within production to get a sense of how things here worked. I spent time with Tammy, Sue, and Diane where they showed me what they do on a daily basis such as bag and tote changes, analyzing data, assisting production, and more. I also briefly had the pleasure of spending some time with Ben here in QA and with Melissa and Tim in customer returns.

Lately, I have been working with and learning from Ed Nolter and Jeff Brown in the Industrial Hygiene and Environmental Health and Safety department. With them, I have been working on some small jobs and even a project of my own to figure out a plan for us to remove our waste in a more environmentally conscious way and maybe even save a little bit of money.

My future plans are to attend a university (probably Susquehanna University or Ursinus College) and major in psychology and hopefully add a minor or possibly a double major in another possible area of interest.

While here, I have been able to participate in the Orange Frog workshop, the OSHA 10-hour class, and gain valuable knowledge of the business/industrial realm. My plans for the remainder of my time here are to explore some more facets of the company and land in a place that piques my interest and end my co-op here in that position.

Thanks for reading if you made it this far and it was lovely to have the chance to let you all get to know me and what I do a little better than before. I hope you all have a great weekend!

## Service Anniversaries

- Aly Juma: - 3 years
- Jordain Graff: -- 1 year
- Scott Wallace: 1 year
- Lanie Shalek: -- 3 years
- Tim Williams: -- 2 years
- Greta Gustafson: -- 1 year
- Catrina Notenbaum: -- 1 year
- Brian Galli: -- 1 year
- Amy Rank: -- 1 year
- Sarah Dismuke: - 1 year
- Alex Dunning: -- 1 year
- La'Dijah Wilberton: -- 1 year
- Brandon Swindell: -- 1 year
- Calvin Jones: Tue, -- 1 year
- Jen Reichner: -- 1 year
- Haley Fulmer: -- 1 year
- Tanessa Cheatham: -- 1
- Judy Merkert: -- 1 year
- Shawn McClintock: -- 1 year
- Marcie Kertsmar: -- 1 year
- Jadyn Brezinski: -- 2 years
- Keta Lewis: -- 1 year
- Angelina Zakareskie: -- 4
- Jill Thomas: -- 5 years
- Anna Lee: -- 3 years
- William Winger: -- 3 years
- Eric Burke: -- 1 year
- Mackenna Shively: -- 1 year

### Last Issue's Crossword Answers

#### Across

- 1—Fun
- 2—Remain
- 3—Positive
- 4—Food
- 5—Smile

#### Down

- 1—Future
- 2—Shampoo
- 3—Outside
- 4—Fire
- 5—Orange





Thank you  
Function Fami-



What makes you  
happy?

Don't wait around for other people to be happy for you.  
Any happiness you get you've got to make yourself. -Alice Walker

## Safety 1st

**-Tim Zerbe** Maintenance & Safety Champion  
[timzerbe@functionofbeauty.com](mailto:timzerbe@functionofbeauty.com)

Years ago there was a PSA commercial that said "Drive safe. The life you save may be your own." Don Rickles said, Don't drive safe. The life you save may be my mother in law's." We often emphasize working safe so we don't injure ourselves. But by not working safe, it may be someone else that gets injured, because of our actions. When we cut corners to save time, or do not secure a pallet properly, we take a chance of not only hurting ourselves, but also injuring our team mates. Work safely, the life you save may be your own. but it may also be someone else's.

## Upcoming Training & Drills

Courses via ThinkHR are assigned on a variety of topics, please complete them promptly when assigned. Contact Ed Nolter @ [ednolter@functionofbeauty.com](mailto:ednolter@functionofbeauty.com) if you have any challenges accessing assigned courses.

### Manager & Supervisor EHS Training

December 6th @ 3pm

Classrooms in FoB 8 & 10

Also available via Google Meet

**Contact your EHS Representatives  
for more information**

Sessions reoccur monthly

### System Safety Meeting

January 3rd @ 3pm

In Person @ FoB 8 & 10

Also available via Google Meet

(Contact your EHS Representatives for more information)

**Agenda will be distributed.**

Sessions reoccur quarterly

## **Supervisor's Corner**

A library of Tool Box talk topics and media are available on our website.

Click the link below or go to:

<https://www.functionehs.com/training>

If there is a safety topic that you would like to see in a Tool Box talk, please follow the link below and the EHS Department will be happy to help make safety a priority at all your meetings.

<https://www.functionehs.com/ehsrequests>

## **Safety Committee Corner**

### Safety Committee Meeting

#### Dates

#### **Michigan**

**Tuesday, December 28th**  
Main North Conference Room

#### **Pennsylvania**

**Tuesday, December 21st**  
FoB 10, Location TBD based on activity



**Editor in Chief:** Josh Lister    **Editor:** Ed Nolter  
**Editor:** Jeff Brown  
**Editor:** Ryan Harrower

**Contact our editors if you would like to submit an article or topic please send a message to:**  
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