

f Employee Newsletter

In This Issue

function gives back

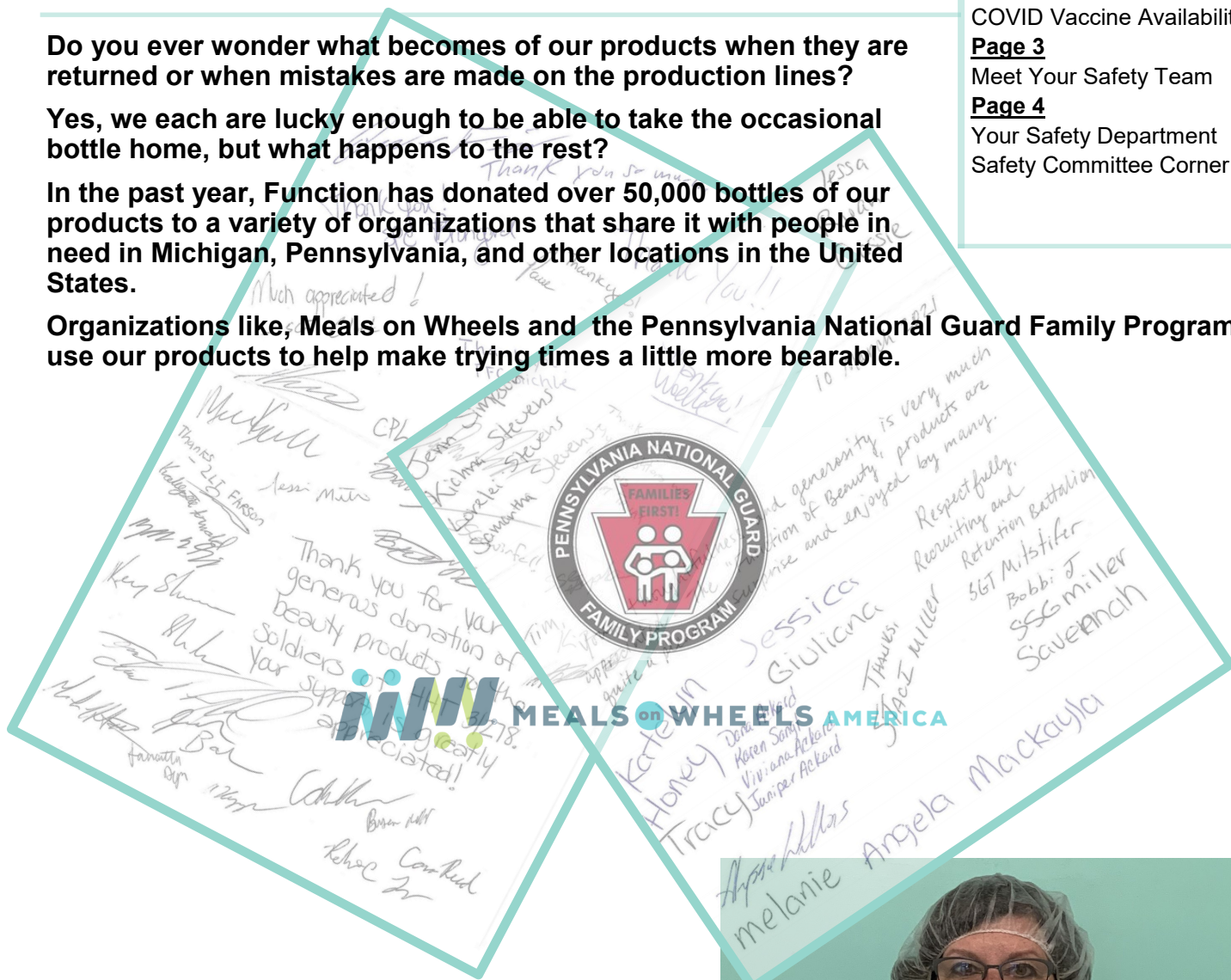
Do you ever wonder what becomes of our products when they are returned or when mistakes are made on the production lines?

Yes, we each are lucky enough to be able to take the occasional bottle home, but what happens to the rest?

In the past year, Function has donated over 50,000 bottles of our products to a variety of organizations that share it with people in need in Michigan, Pennsylvania, and other locations in the United States.

Organizations like Meals on Wheels and the Pennsylvania National Guard Family Program use our products to help make trying times a little more bearable.

- Page 2**
Service Anniversaries
Training & Drills
COVID Vaccine Availability
- Page 3**
Meet Your Safety Team
- Page 4**
Your Safety Department
Safety Committee Corner



B-Safe Safety BINGO

Congratulations to Wendie McLouth, the first winner in Function of Beauty's B-Safe Safety Bingo program.

She will be the first of many winners across the enterprise as we all keep safety at the forefront of everything we accomplish.

There will be an enhancement to the program as a new game commences. **Two** numbers will be drawn each week on **Mondays** and **Fridays** so keep those cards handy and help keep yourselves and your co-workers safe.

Good luck, have fun, and B-SAFE everyday!



Service Anniversaries

- ◆ Amanda Conquest: Fri, Apr 02 -- 3 years
- ◆ Liz Borger: Tue, Apr 06 -- 1 year
- ◆ Hannah Ernest: Tue, Apr 06 -- 1 year
- ◆ Barb Kranzel: Thu, Apr 08 -- 1 year
- ◆ Daniel Kreisher: Thu, Apr 08 -- 2 years
- ◆ Caycee Betts: Thu, Apr 08 -- 2 years
- ◆ Megan Ingerson: Fri, Apr 09 -- 2 years
- ◆ Nikole Palmreuter: Fri, Apr 09 -- 2 years
- ◆ Becca Huizenga: Fri, Apr 09 -- 2 years
- ◆ Angelina Perocier: Sat, Apr 10 -- 1 year
- ◆ Warren Walker: Mon, Apr 12 -- 2 years
- ◆ McKenzie Bradley: Thu, Apr 15 -- 2
- ◆ Hien Kaplan: Fri, Apr 16 -- 3 years
- ◆ Cameron Trask: Wed, Apr 21 -- 1
- ◆ Hannah Hirdes: Wed, Apr 21 -- 1
- ◆ Kayla Miner: Wed, Apr 21 -- 1 year
- ◆ Jane Thompson: Thu, Apr 22 -- 2 years
- ◆ Elizabeth Shurock: Thu, Apr 22 -- 2 years
- ◆ Evelyn Yost: Thu, Apr 22 -- 2 years
- ◆ Kristal Keiter: Sat, Apr 24 -- 1 year
- ◆ Ben Kozlowski: Tue, Apr 27 -- 1 year
- ◆ Chandler Yeager: Tue, Apr 27 -- 1 year
- ◆ Laura Casciola: Tue, Apr 27 -- 1 year
- ◆ Tristen Riegel: Wed, Apr 28 -- 5 years
- ◆ Noemi Otero: Wed, Apr 28 -- 1 year
- ◆ Juliet Guerrero: Wed, Apr 28 -- 1 year

Upcoming Training & Drills

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

Manager & Supervisor EHS Training— Mar 24th @ 3pm **Topic:** To be announced; these sessions reoccur monthly

April - Emergency Stop Systems & Pinch Points .5 Hours

Required: All Supervisors

May - Accident Reporting and Investigation 1.0 Hours

Required: All Supervisors

June - All Season Temperature Control & Related Illnesses 1.0 Hours

Required: All Supervisors

July - Ergonomics and Safe Lifting 1.0 Hours

Required: None, based on interest

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

-Randi Davis

Director, Human Resources | randi@functionofbeauty.com

COVID-19 Vaccine Availability

NY - Anyone over 16

<https://covid19vaccine.health.ny.gov/>

MI - Everyone over 16

Beginning 4/5/2021

<https://www.michigan.gov/coronavirus/>

PA - Phase 1B, 4/5/2021

1C 4/12/2021, 4/19/2021

Everyone over 19 4/19/21

<https://www.health.pa.gov/topics/disease/coronavirus/Vaccine/>

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-Randi

Meet Function's Environmental Health & Safety Team

Safety surely is everyone's business.

Each work day we start, whether in one of the production, lab, or batching facilities, or we begin our work from our home office, we each expect that we will end our day and enjoy our personal pursuits. This may seem to be fairly strait forward; wear PPE, look out for hazards, remember to label chemicals, but what about indoor air quality, safe procedures for handling potentially dangerous materials, ergonomic assessments, and regulatory requirements? These and many other areas is where the EHS Team's training and experience helps you

stay safe while at all Function facilities.

We thought we would take a moment to introduce ourselves to each of you, wherever you may be, and let you know a little about the kinds of things we can do for you (see page 4).

Hello all, my name is Ed Nolter and I'm the Director of EHS here at Function of Beauty.

My background has been in Occupational Health, Safety, and Industrial Hygiene for the past 20 years.

My education and training as a safety professional has afforded me the opportunity to work as a Corporate Director & Manager for several companies including Hershey Entertainment & Resorts, Tredagar, Lord and Taylor, Geisinger Health System, and the PA Department of Health.

I'm currently an Authorized OSHA Outreach Trainer for General Industry and hold national and international credentials in occupational health and safety.

Our department's goal is to partner and work collectively with everyone in the organization to develop a comprehensive behavioral based safety program that is beneficial to reducing risk and maintaining a safe environment.

I am Jeff Brown, EHS Specialist for FoB 2, 4, 6, & 10 in Pennsylvania.

Before joining the Function team in September, I served in various Safety & Security roles in both the Divisional and Corporate levels at Hershey Entertainment & Resorts, finally working with Ed building a Corporate Safety Department.

A Bachelor's degree in Criminal Justice from Penn State University allowed me to expand my horizons into both the public and workplace safety realm earning several certifications in those fields.

I earned a Fire Inspector I, OSHA 30hr, and other certifications over 20 years of service to HE&R.

Function has been a welcoming new home with new challenges and great people.

My name is Grant DenBesten and I work as FoB 8's EHS Specialist in Michigan.

I started last September and am coming upon my 7 month anniversary with Function of Beauty, and am enjoying every minute of it!

My background has been working as an Health & Safety Engineer coordinator at an automotive quality testing company where we did a large amount of chemical weathering, electromagnetic, and durability testing on automotive components and parts.

Before working there, I worked as a safety graduate intern at a furniture manufacturer while completing my Master's Degree in Public Health at Grand Valley State University.

Hi my name is Matthew Cordes (or Matt for short) and I work for the R&D team at FoB 9 in NY as a senior chemist.

My time at Function started in July of 2018 as a lab tech and I was very excited to get back to the bench after some time off at my previous job. I went to college for a Chemical Engineering degree and have worked in the personal care industry for my whole career.

At Function, I started working on developing new color options (Black/Grey, Pine, Magenta, and Sunkissed) and then expanded out into full product formats (Hair Mask, Silicone Free Conditioner and the Shampoos & Conditioners for Target). In September, Ed asked that I join the EHS Team as a Safety Champion for the R&D Lab.

During my free time I enjoy playing tennis when possible and playing board games with friends.

In addition to the 4 of us, the EHS Team is also proudly joined by hourly Safety Champions at FoBs 6, 8, & 10.

John Kanas, 2nd shift Safety Champion, FoB 10

Mark Matz Jr., Safety Champion, FoB 6

3rd Shift Safety Champion, FoB 10 OPEN
email Jenifer Long at jeniferlong@functionofbeauty.com

John Zimmerman, 2nd shift Safety Champion, FoB 8

Chanel Cage, 3rd shift Safety Champion, Fob 8

Your EHS Department

-Ed Nolter—Director, EHS

ednolter@functionofbeauty.com

Industrial Hygiene has been defined as “that science and art devoted to the anticipation, recognition, evaluation, and control of those environmental factors or stresses arising in or from the workplace, which may cause sickness, impaired health and well-being, or significant discomfort among workers or among the citizens of the community.”

Safety Professionals and Industrial Hygienists use environmental monitoring and analytical methods to detect the extent of worker exposure and employ engineering, work practice controls, and other methods to control potential health hazards.

Our Environmental Health & Safety Department at Function has been working to identify and measure workplace hazards or stressors that can cause sickness, impaired health, or significant discomfort in workers through chemical, physical, ergonomic, or biological exposures, and to help eliminate or control them through appropriate measures.

A worksite analysis is an essential first step that helps our staff determine what jobs and work processes are the sources of potential concerns.

Our department uses multiple instruments to conduct testing throughout the organization. If you come across one of these devices please do not disrupt them in any way, they are collecting important analytical data that helps keep you safe.

There may be some of you that have already been asked to participate in industrial hygiene testing; we may have had you wear a personal sampling monitor or other device to help us collect information to assess your physical environment.

Our safety department has been aggressively developing a comprehensive safety platform to address the challenges that we encounter.

We are working diligently to improve your environment and capitalize on any opportunities to provide industrial hygiene testing, training and education, as well as detailed job safety analysis and PPE assessments.

We've also incorporated process safety management, chemical hygiene programs, and a detailed respiratory protection program.

We have made significant beneficial changes to our waste management process, including manifest training and RCRA training to ensure we are compliant with EPA guidelines.

Our goal is to ensure our colleges are safe and work in an environment where risk has been identified and mitigated through a **behavioral based safety program** and appropriate engineering & administrative controls.

Some additional things on the horizon will include a safety webpage and 10 & 30 hour OSHA training for General Industry.

New **Safety Champion** positions have been created to further assist you with your safety concerns in Michigan, Pennsylvania, and New York City.

Emergency Response Teams (ERT) are being developed, with all locations receiving training in CPR/AED and First Aid.

Stop the Bleed programs have been scheduled in PA and are being planned for other sites in the near future.

Please reach out to our team and we'd be happy to assist you with any of your questions or concerns but remember **this is your safety program and participation in the Safety Committees, Emergency Response Teams and completion of Safety Concern forms and Near Miss reports is strongly encouraged.**

Play a part in your safety!

Stay Safe!
-Ed



Safety Committee Corner

Safety Committee Meeting Dates 2021

Each meeting will be immediately followed by the meeting of the Accident Review Board

Michigan | April 15th at 2:30pm in the Customer Service Area

Pennsylvania | May 14th at 12:30pm in the FoB 10 Training Room.

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

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