

function — *of beauty*

SAFETY INCENTIVES

FOB-EHS-019

Function of Beauty 5570 Snyderstown Rd. Paxinos, PA 17824

SAFETY INCENTIVE PROGRAMS

1.0 Purpose

The EHS department hosts site-specific and company-wide safety incentive programs in order to foster and develop safety awareness and community regarding employee safety, along with providing ways to recognize individuals who are significantly contributing to site safety.

2.0 Scope

This procedure applies to all full-time and part-time employees who are hired to perform a specific task that may require the use of a respirator at Function of Beauty.

3.0 Safety Bingo

3.1. Procedure

3.1.1. The EHS department hosts BINGO games company-wide in order to foster and develop safety awareness and community regarding employee safety. Each employee can obtain a safety bingo card, with a random assortment of numbers ranging from 1-75. The game is played like regular bingo, with a random number being drawn each working day numbers are posted on EHS monitors and on noticeboards.

3.2. Game Rules

3.2.1. One Safety Bingo number (ranging from 1-75) is drawn each working day and posted asap following the drawing.

3.2.2. Numbers will primarily be posted on the digital employee information boards across the organization.

3.2.3. When possible the numbers will be drawn during a safety committee meeting, all other drawings will be completed by a member of the safety department or HR.

3.2.4. Employees will check their card weekly, and if they have a number that matches the selected one, they must circle it or cross it out lightly so that the number is STILL VISIBLE.

3.2.4.1. Any squares or numbers that are completely illegible will not be counted.

3.2.5. Each employee is solely responsible for his or her card. Once the current bingo game has started, no new cards will be issued to any employee with the exception of new hires.

- 3.2.6. Employees **MUST** have submitted a Safety Concern Form (SCF) or Near Miss (NM) within the previous calendar year prior to claiming any safety bingo prize. As a reminder, forms are available in hard copy from the EHS Specialist or can be found electronically.
 - 3.2.6.1. All submitted SCFs or NMs **MUST** be thoughtful and actionable, and are left to the discretion of the EHS department to meet the required criteria.
- 3.2.7. The game winners will receive a gift card. Should an injury occur that requires lost time, the current game will end, and a new game will begin.
- 3.2.8. Safety Bingo wins Twelve ways - Horizontally, Vertically & Diagonally
 - 3.2.8.1. The free space may be used with five numbers in a row
- 3.2.9. In the event of multiple winners for the same number, all winners will receive a gift card.
- 3.2.10. All unforeseen circumstances or situations are left to the discretion of the EHS department to make a final decision.
- 3.2.11. **EMPLOYEES MUST** report all injuries to management for proper treatment. Simply reporting a work injury does not stop the game. The game ends only when an employee's injury becomes lost time. We are committed to ensuring that every employee is free to report any work injury or illness without fear of retaliation. If there are any concerns with reporting an injury or illness or retaliation, report this immediately to your health and safety representative or supervisor.

4.0 Document Review and Approval

- 4.1. Date Devised:** 11-23-20
- 4.2. Reviewed Date:** 04-28-22
- 4.3. Date Approved:** 04-28-22
- 4.4. Approved By:** Ed Noter, Director, EHS