



-Ed Nolter, Director EHS

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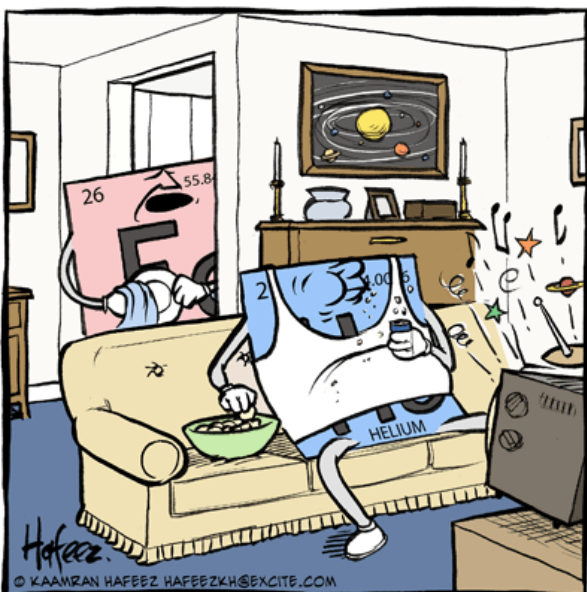
Accidents and illnesses occur around us all the time, and preventable accidents kill nearly 100,000 individuals annually. Whether on the job, at home, or in the community, safety consciousness and programs help us all from becoming a statistic. Taking proactive measures to protect people from occupational health hazards is crucial to maintaining a company's productivity, reducing company expenses, ensuring regulatory compliance, minimizing liability, and most importantly, **saving lives**.

Occupational safety, in particular, is extremely necessary as it allows workers to return home safely to their family, friends, and communities. Safe work environments allow workers to feel comfortable while they're with us, thus reducing absenteeism and increasing productivity. Occupational safety also makes good business sense, as it reduces downtime of workers, including costs associated with employee injuries and thus increasing business profits .

It is incredibly important for businesses to understand the rules and regulations that surround the protection of their employees and for employees to understand and comply with the rules and regulations. So, why does safety matter? It just makes sense to come home alive.

Let's take Nitrogen for example, OSHA's position that inert gases are classified as simple asphyxiants is evident in numerous letters of interpretation. Patty's **Industrial Hygiene and Toxicology** defines a simple asphyxiant as: "physiologically inert gases that can act principally by dilution of the atmospheric oxygen below partial pressure necessary to maintain an oxygen saturation in the blood sufficient for normal tissue respiration."

Inert gasses, such as argon, nitrogen and helium, have the potential to create a hazardous atmosphere (less than 19.5% oxygen) and, where that potential exists, are considered by OSHA as hazardous chemicals presenting an acute health hazard and covered by the HCS standard. Who would have ever thought, considering Nitrogen makes up 78% of the earth's atmosphere. **Well you don't know what you don't know**. This is a prime example why a behavioral based safety program that includes education and training is essential. Creating awareness is key to preventing work related exposures and injuries. Awareness equates to communication, plain and simple.



"MY MOTHER WARNED ME NOT TO MARRY AN INERT GAS, BUT DID I LISTEN? NOOOOOO."

The HCS (Hazard Communication Standard), also known as the Right to Know, requires chemical manufacturers, or importers to assess the hazards of chemicals which they produce or import and all employers to provide information to their employees about the hazardous chemicals to which they are exposed by means of a hazard communication program, labels, and other forms of warning, data safety sheets (SDSs), as well as information and training. Our safety team works with all stakeholders to accomplish this important safety consideration to eliminate unsuspecting dangers that exist in the environment.

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Happy Holidays

And

Stay Safe

-Ed





-JR Murray

Thank You

Senior Operations Manager | JR@functionofbeauty.com

Hello all FOB team members,

I want to take this opportunity to say Thank You to each and every one of you. Thank you for the hard work and dedication that has helped to make 2021 a great year for Function.

We can all agree that it has not been easy to navigate all of the changes in the business, but should also understand and agree that these changes continue to help position us to Invest In People's Potential, Celebrate You, and Dominate The Industry.

Throughout the year I have had the great pleasure to work with many of you in some capacity. I have admired your strong work ethics and your personal integrity. In particular, I appreciate the way that you model our company value to Embrace Change.

Over the next few weeks, we will all enjoy some extra downtime with plant operations being closed a few extra days to observe the holidays. Please take this time to enjoy your family and recharge your batteries.

I look forward to sharing the joys and challenges of 2022 with each of you.

Thanks again for all that you do.

-JR

-Tim Zerbe Maintenance & Safety Champion

timzerbe@functionofbeauty.com

Human Factors

There are 12 basic Human Factors involved with safety.

1. **Fatigue-** A body needs proper rest, and proper diet. It becomes harder to concentrate and work safely if these two don't exist for you .
2. **Assertiveness-** Don't hesitate. If you know the proper way of doing something, commit yourself fully to the action. Starting an action and pulling back, can cause the situation to become unsafe.
3. **Norms-** We've always done it this way. Look at the way things have always been done. Is it safe? Is there a safer way to do it? Due to personal limitations, may make it necessary to change the norm, to be safe.
4. **Pressure-** Sometimes we get overwhelmed with orders. "This needs to be shipped out now." mentality. Relax, don't skip safety corners to get orders out faster. They will still get done.
5. **Lack of Awareness-** Be mindful of your surroundings. Know where any PIT equipment is moving around you. Look for where clothing or hands could get caught in machines. Also be aware of where the closest fire extinguisher and eyewash station is.
6. **Lack of Knowledge-** If you're not sure how to do a task safely, stop. Ask someone how to or what PPE would be necessary.
7. **Lack of Communication-** Sometimes the left hand doesn't know what the right hand is doing. If you are starting a machine, make sure everyone in the area knows. That way no one is touching it when it starts to move. When approaching moving PIT equipment, announce yourself and where you are going. Do not assume they see you.
8. **Distractions-** Focus on what you are doing. Don't be watching other areas that take your mind away from what you are doing.
9. **Lack of Resources-** Make sure BEFORE you start, that you have all your equipment and PPE that you need and the correct equipment to do the job safely.
10. **Stress-** Life is stressful. Relax your mind. If you occupy your mind on other things, you may get careless.
11. **Complacency-** Sometimes we get so used to a routine, we work almost like automation. Then when something different happens, or goes wrong, we aren't ready for it. It's hard, but view each task as a new experience.
12. **Lack of Teamwork-** Injuries happen when we don't work together. Don't be afraid to get help in lifting things. ALWAYS get help lifting anything over 50 pounds. If it is 20 pounds and you can't safely lift it alone, get help. If you're no sure of the safest way to do something, ask for help in deciding.



Function of Beauty Employee Newsletter Happy Holidays

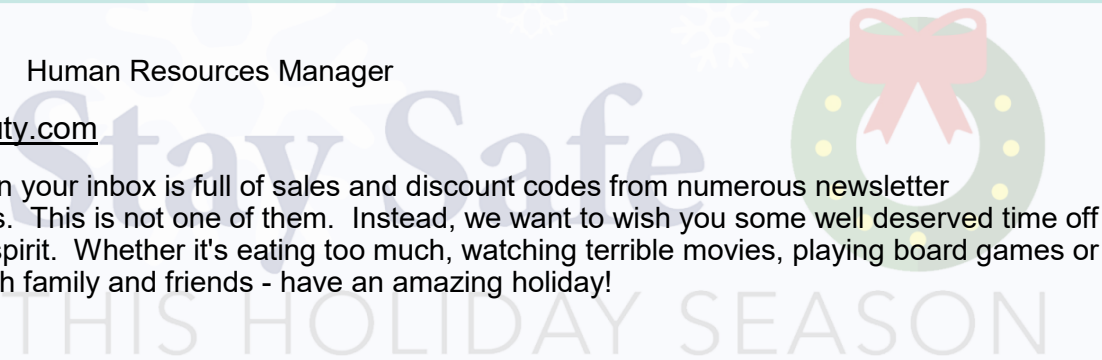


-Aaron Yoder, Human Resources Manager

aaron@functionofbeauty.com

It's that time of year when your inbox is full of sales and discount codes from numerous newsletter subscriptions and brands. This is not one of them. Instead, we want to wish you some well deserved time off to indulge in the festive spirit. Whether it's eating too much, watching terrible movies, playing board games or spending quality time with family and friends - have an amazing holiday!

-Your FoB HR Dept.



New Safety Representative

-Chiara Butler

Research Chemist & EHS Representative for FoB 9

chiara@functionofbeauty.com

Hello Function!

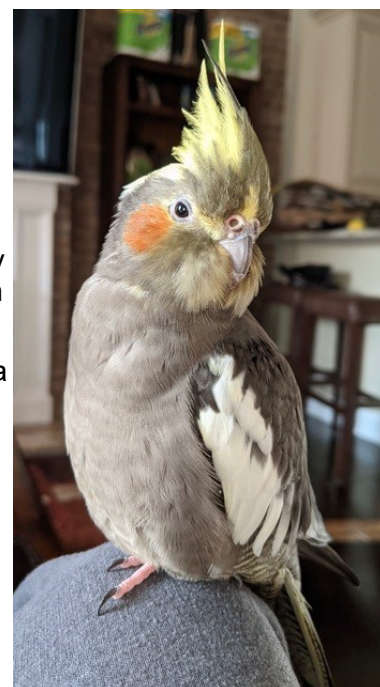
I'm a Research Chemist at Function and I've been here for over 2 years. I mainly work on the skincare line, but I also formulated the Custom Co-Wash. I was born and raised in New York City and I have a pet cockatiel named Tiel.

-Chiara

Chiara has recently been selected to serve her co-workers at FoB 9 to help ensure that Safety is at the forefront of everything we do in New York as Function develops new products and formulations.

Chiara will work closely with Ed Nolter, Director, EHS, and the EHS department to help provide appropriate recommendations and safe practices while providing insight into the safety needs of employees in Research & Development roles.

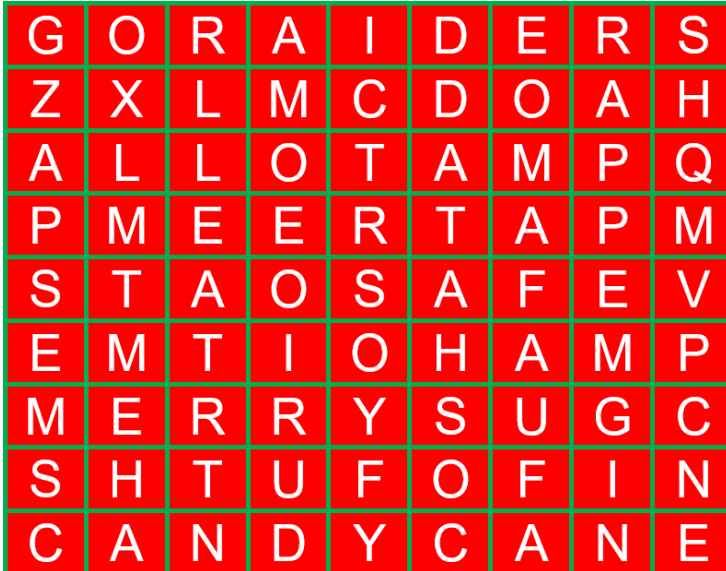
Please congratulate Chiara as she takes on these responsibilities.



Service Anniversaries

- Camilla Dell'Adami de Tarczal: 1 year
- Cherie Stoll: 1 year
- Sarah Madden: 1 year
- Jen Moore: 1 year working
- Tim Benner, Jr: 1 year
- Sydney Bartos: 1 year
- Carl Keim: 1 year
- Reese Houseknecht: 3 years
- Afshan Wali Mohammad: 2 years
- Joshua Thomas: 3 years
- Jenna Josepher: 1 year
- Sean Richendrfer: 1 year
- Eric Rupert: 1 year
- Wendy Yacko: 1 year
- Tabitha Perocier: 1 year
- Gustavo Cardona: 1 year
- James Soto: 1 year
- Michael Gregorowicz: 1 year
- Jeanne Weaver: 1 year
- Peggy Ann Mattivi: 3 years





Safety Committee

Safety Committee Meeting Dates

Michigan

Tuesday, January 25th @ 1:00pm
Main North Conference Room

Pennsylvania

Tuesday, January 18th @12:30pm
FoB 10, Location TBD based on activity



Bringing a Light to the Holidays for Tornado Victims

-Tim Benner Customer Returns Manager, Production Quality
tim@functionofbeauty.com

Function of Beauty recently teamed up with other local companies in donating items that will be sent to the Kentucky to help tornado victims.

In total, 350 sets of shampoo and conditioner were donated and will be delivered to Kentucky on December 20th.



Supervisor's Corner

Manager & Supervisor EHS Training

January 21st @ 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

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:
newsletters@functionofbeauty.com