

Employees Newsletter

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Welcome to the inaugural edition of Function of Beauty's new employee newsletter. A new issue will be published monthly across all locations and to all employees highlighting important company events, milestones, safety topics, and much more.

[See the back page for information on how to contribute.](#)

A Message from Leadership



We are proud to announce that production operations have transferred in full to FoB-10 in Paxinos PA.

This facility will add much needed space to expand our ability to increase automation and expand production.

If you are transferring to this new location, welcome, and thank you to all of the hard work, and planning that went into getting this facility operational. Please take time to become familiar with your new surroundings and be aware of potential safety issues.

New & Modified Equipment -Ed Nolter

ednolter@functionofbeauty.com

Bringing equipment into the workplace is a common occurrence and modifying existing equipment can be just as prevalent as we work to meet our customer's needs.

To ensure that new and modified equipment is safe for our employee's use and for the fast paced Function environment, the EHS team has developed a New & Modified Equipment checklist that can be filled out for all new equipment brought in to Function facilities, and for any equipment that is fabricated or modified .

Ensuring that we have documented safety checks at all points in this process will help keep our facilities safe and productive.

Please contact your EHS Department to obtain forms before putting new equipment into service, or bringing newly modified equipment back into service.

Near Misses & Safety Concerns

-Grant DenBesten

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A “**Near Miss**” is an unplanned event that did not result in injury, illness or damage but had the potential to do so. What does this mean? It means that a serious incident almost occurred.

The difference between a near miss and an injury is sometimes no more than a fraction of a second, or even an inch or two in one direction or another.

If it were to happen again, the circumstances may not prevent a serious incident or injury. Notably, the same things that cause near misses cause incidents: unsafe acts and unsafe conditions.

- **Unsafe acts** can include anything from lifting unsafely, walking under an overhead load, or not using appropriate personal protective equipment
- **Unsafe conditions** can include poorly maintained equipment, oil or grease on floors, cabling (air, water, power) across walkways, or trash and material blocking pathways and exits.

We never know which “**unsafe act**” or “**unsafe condition**” will cause an incident injury, or if they will cause a near miss.

ThinkHR

-Page Carlin

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We are pleased to announce a training partnership with Think HR. This Learning Management System (LMS) offers training courses that will aid in the development of our associates. ThinkHR is a training and learning management system for managing and tracking on-demand course attendance to ensure employees are productive and safe. There are over 200 courses on topics such as Injury Prevention, PPE, Customer Service Skills, Sexual Harassment, Workplace Safety, and more.

ThinkHR is a cloud-based technology platform that provides first-class online training to ensure compliance, reduce risk, and drive employee engagement, while keeping up to date with ever-changing federal and state requirements to help companies stay ahead of the competition.

If an employee does not have a function email, it will be sent to the email address listed in Zenefits. We will be setting up kiosks with computers in the PA and MI locations to allow employees to access the trainings, Zenefits, and Dominion Payroll.

Statistics show that for every 600 near misses, there are 30 incidents to property or personnel, 10 serious injuries, and 1 fatality. The more risks taken and unreported, the greater likelihood of a serious injury, or worse.

A **Safety Concern** is any condition or practice that causes a substantial probability of physical harm, property loss, and/or environmental impact such as: Loose railing on a stairwell. Tripping hazards, or anything you feel has the potential to cause harm to people, property, or the environment.

Near Miss and Safety Concern Reporting

Letting a safety concern or near miss go unreported provides an opportunity for a serious incident to occur. Correcting these actions or conditions will enhance Function of Beauty’s safety and provide a better work environment, which is why we are implementing a new near miss and safety concern reporting process.

The EHS Department has forms available, for the reporting of both **near miss** and **safety concerns**. As soon as a near miss or safety concern (unsafe act or condition) is observed or witnessed, we encourage you to fill out the appropriate form and return it to site EHS contact immediately.

Safety is a team effort, and reporting observed safety concerns or near misses is the responsibility of each Function of Beauty employee.

An Introduction to Safety Data Sheets

-Anastassia Reoutt

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Safety Data Sheets (SDS's) are required by the Occupational Safety and Health Administration (OSHA) for all chemicals under the Global Harmonized System of classification of chemicals (GHS).

These documents list information related to the health and safety of various substances and products. We are required to keep current SDS's on file for each of our raw materials.

While cosmetics themselves are not required to be accompanied by an SDS, we do provide them as a courtesy to help assist in the safe handling and proper use of our products. This has also become an industry standard practice.

GHS compliant Safety Data Sheets contain sixteen sections worldwide:

- | | | |
|--------------------------------|--|--------------------------------|
| 1. Identification | 7. Handling and Storage | 11. Toxicological Information |
| 2. Hazard(s) Identification | 8. Exposure Controls & Personal Protection | 12. Ecological Information |
| 3. Composition | 9. Physical and Chemical Properties | 13. Disposal Considerations |
| 4. First-Aid Measures | 10. Stability and Reactivity | 14. Transportation Information |
| 5. Fire Fighting Measures | | 15. Regulatory Information |
| 6. Accidental Release Measures | | 16. Other Information |

The most relevant sections for occupational safety will be sections 4, 7, and 8.

Section 4 will cover first-aid measures by route of exposure. Exposures will be listed in order of severity, and this order should be consistent throughout the SDS.

Sections 7 and 8 cover preventative measures including handling, storage, and exposure controls. You can also reference section 8 for required personal protective equipment (PPE) in the event of a spill. This is a short summary, but if you would like to learn more you can reach out to: tassia@functionofbeauty.com.

SDSs for all chemicals utilized throughout all function of beauty locations are available at designated PC workstations without a password or by visiting:

<https://cmn.m3v.net/login.html>

and logging in to the database with any mobile device

Username: **fob5@functionofbeauty.com**

Pass code: **fob5sds@**

October Service Anniversaries

David Riegel—3 years—PA	Mark Pasquinelli—2 years—PA	Ashley Lister—1 year—PA
Joanne Stine—3 years—PA	Nolan Brewer—1 year—PA	Andrew Karpinsky—1 year—PA
Tammy Myers—3 years—PA	Taylor Rica—1 Year—PA	
Ryan Gajkowski—3 years—PA	Terry Swartz—1 Year—PA	
Richard Heddens—2 years—PA	Ismar Hertzog—1 year—PA	

Upcoming Safety Training & Drills

- The EHS Department is working on updating various safety programs, like Confined Space, LOTO, PIT, PPE, Emergency Response, Respiratory Protection, Machine Guarding, Equipment Inspections. Associated training programs will be announced in upcoming issues.
- Building Evacuation drills will be conducted during the month of October.

Stay tuned to this section each month for important updates and notifications.

**EMERGENCY
EVACUATION
ROUTE**



Leadership

Zahir Dossa, Chief Executive Officer
Josh Maciejewski, Chief Operating Officer
Josh Lister, Senior VP, Operations
Josh Thomas, VP, Production, Innovation, Engineering
Alissa McColgan, VP, Operations, Supply Chain, Procurement
Michelle Green, VP, Accounting & Finance

Human Resources:

Randi Audi-Davis—Director, [HR Specialists](#),
Jenifer Long—PA, Paige, Carlin—NY,
HR Generalist—Sarah Derige—MI,
HR Assistant—Dominique LeClear—MI

Environmental Health & Safety

Ed Nolter—Director
[EHS Specialists](#)
Jeff Brown—PA
Grant DenBesten—MI

Operations :

JR Murray, Senior Operations Manager
Melissa Miller, Senior Operations Manager
Evan Ballinger, Senior Operations Manager

-Jeff Brown

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Safety Committees are being formed in both the Pennsylvania and Michigan locations and we encourage your participation as meetings begin to get back to a regular schedule.

Safety Committees discuss all things safety. At our meeting in September for the Pennsylvania locations we discussed things like: a safety slogan, safety tool use, monthly safety topics, making a *safety share* a part of all stand up and meetings to keep safety at the forefront of everyone's minds, and many more initiatives to ensure everyone is safe and productive throughout all Function of Beauty facilities.

If you would like to participate in your local safety committee, contact Grant DenBestin (grant@functionofbeauty.com) for the Michigan site, or Jeff Brown (jeffbrown@functionofbeauty.com) for Pennsylvania locations for details on meeting times and locations. **Thank you all for keeping everyone's safety a top priority!**

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

Editor in Chief—Josh Lister jlister@functionofbeauty.com | Editors: Ed Nolter—ednolter@functionofbeauty.com | Jeff Brown—jeffbrown@functionofbeauty.com | Grant DenBesten—grant@functionofbeauty.com

Safety Committee Corner

Safety Committees are back!