

f Employee Newsletter

In This Issue

Report All Accidents & Injuries

Immediately

-Ed Nolter—Director, EHS | ed@functionofbeauty.com

Incident reporting is critical to a successful workplace safety and health program.

All workplace incidents should be reported, documented, and investigated.

This includes **any situation in which:**

- An employee was injured or died
- Property or equipment damage occurred
- An employee became ill while at work due to a possible reaction of workplace conditions
- Any other person (not an employee) was injured or became ill
- An employee was in a motor vehicle accident while driving for their job
- A near-miss occurred that could have resulted in injury, death, or property damage

If any employee sees, or has knowledge of any potentially unsafe workplace situation, Function provides a way to report the hazard to EHS using a **Safety Concern Form (SCF)** or **Near Miss form (NM)**. Please encourage the use of these forms. In the very near future they will also be available on the [EHS Department's webpage](#) for electronic submission.

Why is incident reporting necessary?

1. Incident reporting provides a process through which the situation can be corrected in order to prevent similar incidents from occurring in the future.
2. If the EHS department and management are not aware of what kinds of challenges are occurring in the workplace, whether or not they have caused injury or property damage, then it is impossible to create improved processes that will protect workers.
3. Prompt medical attention may be needed to ensure a minor injury doesn't become worse, develop into an infection, or become

life-threatening.

4. When a minor incident or a near miss is ignored (not reported), the workplace is at an even greater risk for an even more serious incident to occur in the future because the hazard or inefficient process was never provided a chance to be corrected.
5. Documenting all incidents allows the EHS department at Function to track patterns, realize trends, and discover anomalies.
6. Often, a correction implemented to solve a safety hazard or prevent an incident can be translated to process and production improvements.
7. Reporting a near miss or a minor incident is less costly than dealing with the impact associated with a major injury, equipment failure, fatality, or significant property damage.
8. Feedback from incidents that are reported provides a way to encourage employee participation in the workplace safety improvement strategies that are specifically related to a [behavior based safety program](#).
9. Incident reporting is a key habit that creates a stronger safety culture.

When should an incident be reported?

All incidents, near-misses and injuries should be reported immediately. The incident reporting process will determine the follow-up required, if any. The employee should not have to make a guess as to whether "their issue or incident" is worthy of an incident report. When in doubt, file an incident report or speak to your supervisor immediately.

How do employees know about incident reporting?

All new hires are trained on the



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incident reporting process at FOB during their employee orientation. Program, policies, and procedures are also in place to help with this process. Throughout the year, [Safety Committee Meetings](#) and toolbox talks are conducted to review

specific hazards, including near-misses and safety concern forms.

How should an incident be reported?

Safety concern forms are available and can be obtained from the EHS Specialist at your site.

A Supervisor's Incident Response packet has also been developed by the EHS department specifically for FOB.

A Supervisor's Incident Response packet has also been developed by the EHS department specifically for FOB.

This packet includes instructions and forms related to potential incidents in the workplace such as:

- Contact list
- Supervisor's Injury Report
- Safety Concern Forms
- Workers Compensation Panel Providers
- Employee return to work status report
- SPCC Plan and Supervisor's Spill Report
- Supervisor's Property Damage Report
- Supervisors Incident Report

What happens next? See Page 4

Password Security

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Password security is an important topic, but it doesn't need to be difficult or complicated.

When you share your login information or have weak passwords, you open yourself up to a wide array of issues.

Malicious people can get into your accounts, read your private emails, redirect your paycheck to their own bank, download viruses, and more!

The worst part is that there's nothing proving that they did it, only that it was you and your account.

When it comes to creating secure credentials, length is more important than complexity. We recommend creating 'passphrases' rather than 'passwords' because not only are they safer, they are easier to remember as well. "CorrectHorseBatteryStaple" is a much more secure password than "p@\$\$w0rD!", "Peach#Shampoo#Smells#Nice#20" is practically impossible to guess or hack and you've already

memorized it before finishing this sentence.

Also, avoid using passwords that can be associated with you. For example, your birth year, kids names, pet names, etc. should never be used.

It's never a good idea to leave passwords stored anywhere in plain text. For example, say your password is stored as CorrectHorseBatteryStaple; abbreviations like C*****H****B*****S***** or CHBS would be a better way to store them. This will make the passwords harder to guess if someone found them.



Fitness Your Way

by Tivity Health



-Randi Davis

Director, Human Resources | randi@functionofbeauty.com

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Service Anniversaries

- Jason Gentzel, PA—3 Years
- Carl Mitchell, PA—3 Years
- Evan Reed, PA—2 Years
- Shaina Bradley, MI—2 Years
- Tom Gutshall, PA—2 Years
- Heather Paige, PA—2 Years
- Evan Ballinger, MI—1 Year
- Lorna Sommersville, NY—1 Year
- Jesus Derige, MI—1 Year
- Jonathan Hitt, MI—1 Year
- Robert Williams, PA—1 Year

-Randi

Accident Review Board (ARB)

-Grant DenBesten
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What is an **Accident Review Board** you may ask?

An Accident Review Board, or ARB, is a subcommittee of each site's **Safety Committee** and convenes monthly to review the circumstances of all incidents, accidents, and injuries occurring in relation to Function of Beauty business operations at that site.

For example, in March, all incidents from February may be reviewed.*

The ARB reviews incidents for a number of reasons:

- To reduce the overall number of incidents
- To provide accountability for incidents
- To increase awareness that all incidents are reviewed
- To attempt to improve overall safety

The Process

Shortly after an incident, employees involved with or directly



contributing to the incident may receive an initial letter from the **ARB Chairperson**. The letter will explain the purpose of the ARB and that the incident will be reviewed.

Following a review by the ARB, each individual's will receive a Determination Letter classified as one of the following:

- **Non-Chargeable**
- **Letter of Caution**
- **Chargeable**

The ARB Determination Letter brings accountability to incidents that have occurred while informing employees involved where they may need to change their behavior related to the safety policies at

Function of Beauty.

ARB Letters of Determination are not disciplinary, but will be added to each involved employee's personnel file with HR.

ARB determinations can be appealed, so if any employee receives one and disagree with the determination, it may be appealed by contacting the EHS or HR departments in writing.

If an incident is not reviewed by the ARB within 90 days of the occurrence of the incident, letters will not be drafted for involved employees.

Please read the Full ARB Program for complete details.

Please direct any questions about the ARB Program to your site EHS representative.

*Incident period may vary based on the regularly scheduled date of the meeting.

Safety... & Security

-Jeff Brown
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Safety... in industry all round the United States, Safety has been increasingly ubiquitous in the past few decades.

Function of Beauty is no different as we each strive to improve policies, programs, and procedures to make our facilities the safest places to work.

Safety, though, has a sibling that may not be thought about as often... **Security**.

We've all read the articles, and watched the news reports; "active shooter kills 10; a former employee returned the workplace to exact a perverted kind of revenge on their former employer."

These realities of modern life can reach us all, even at Function, and there one thing that can help us all

maintain the security that we each enjoy when we come to work.

Be Observant

We've all had that feeling that something wasn't right.

Most of the time it's just a feeling, but occasionally there will be something you might be able to identify.

Perhaps there's an unfamiliar car at the far end of the parking lot.

Maybe someone you work with every day waiting next to the entrance door and pushes past or behind you (*piggybacking*) as you enter the building with your badge.

Reporting these types of issues to your Supervisor, HR, or EHS is essential to maintaining the Safety & Security of you and your

co-workers.

An individual's motivations, stressors, and state of mind can be difficult to judge. Sometimes they manifest in small, seemingly insignificant ways in the moment, but, when taken with other information that may be available, points to the potential for an incident.

Your observations are key component to everyone's safety & security. Remember, if you see something... **SAY SOMETHING.**



What happens after an incident is reported?

After any incident report is submitted, the Environmental Health & Safety Department will conduct a thorough investigation and root cause analysis (RCA) in an attempt to determine the causative factor that contributed to the event.

If the incident resulted in an employee injury, mitigation will begin immediately to ensure the appropriate actions are taken to provide the necessary level of care and response required. Additional actions will be taken as well, including claim management.



Do I have to tell OSHA about an injury or incident that happens at work?

Upcoming Safety 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

March - Hazardous Communication 1.5 Hours

Required: All employees throughout the organization customized per location.

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

All employers are required to notify OSHA when:

- An employee is killed on the job
- Suffers a work-related hospitalization
- An amputation as a result of a work-place incident
- An accident results in the loss of an eye on the job.

A fatality must be reported within **8 hours**.

Hospitalization, amputation and eye loss must be reported within **24 hours**.

Contact the EHS department immediately if the incident involves:

- In-patient hospitalization
- Fatality
- Large Quantity Chemical Spills

Compliance with incident and injury reporting is mandatory and is your responsibility as an employee here at FOB.

Please help us keep the workplace environment safe, and allow us the opportunity to take corrective actions that benefit the entire organization.

Stay Safe!
-Ed

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

1st Quarter Evacuation Drills to be completed. Drills will not be announced.



Safety Committee Corner Safety Committee Meeting Dates 2021

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

Michigan | March 19th at 2:00pm in the Customer Service Area (Tentative)

Pennsylvania | March 12th 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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