

*function* — *of beauty*

Function of Beauty 5570 Snyderstown Rd. Paxinos, PA 17824

**Incident Reporting & Accident Investigation Program**

**1.0 Purpose**

- 1.1 Function, Inc. is committed to reducing hazards and providing a healthful and safe workplace.
- 1.2 This includes preventing injuries and illnesses to all who work for or visit Function, Inc.
- 1.3 Function, Inc. considers no phase of its operation as important as the safety & health of its employees, visitors, vendors, contractors, and the protection of the environment

**2.0 Scope**

- 2.1 This program applies to all Function of Beauty employees, all directly supervised employees of Function of Beauty, all contractors, subcontractors, and vendors being hired by Function of Beauty, and visitors or guests at any Function Inc. owned or leased location.

**3.0 Responsibilities**

**3.1 EHS**

- 3.1.1 The EHS Department will be responsible for the rollout and enforcement of this policy as well as obtaining and documenting a risk assessment for every area of the facility.

- 3.1.1.1 The risk assessment will need to include the dangers and concerns of working in areas.

- 3.1.2 The EHS Department Director will be considered the Program Coordinator for this program.

- 3.1.3 Assist in completing the Supervisor's Incident Response Packet, if needed.

- 3.1.4 Support all reporting.

- 3.1.5 Approving all Corrective Actions from the incident investigation.

- 3.1.6 Ensuring corrective actions are sustained and appropriate for the incident/conditions in the area.

**3.2 Responding Leadership / Supervisor/ Lead**

3.2.1 Supervisors/ Leads will be responsible for completing the Supervisor's Incident Response Packet in full as soon as possible following the incident, **but not after the end of the current shift.**

3.2.2 Supervisors / Leads are to ensure appropriate immediate corrective actions are stated to ensure no further injuries.

**3.3 Manager / Director / Leadership**

3.3.1 Manager / Director / Leadership will be responsible for reviewing all incident investigation and root cause analysis documentation within 3 working days of the incident.

3.3.2 Manager / Director / Leadership will be responsible to ensure the timely execution of all action items.

**3.4 Supervisors** will be responsible for the execution of corrective action items.

**3.5 Leadership** will be responsible for upholding and enforcing this policy.

**3.6 Employees**

3.6.1 Must cooperate with those completing the investigation and report process.

3.6.2 Report any injury/ illness/ incident immediately after it occurs or is believed to be a work-related case.

3.6.3 Write a written statement of the event if involved in an incident.

3.6.4 Complete and notify of potential Near Miss and Safety Observations in their work area.

3.6.5 Identify potential corrective actions.

**4.0 Supervisor's Incident Response Packet**

4.1 Once a supervisor has been informed of an incident they will immediately meet with all involved parties, take appropriate immediate actions based on the situation, and complete a Supervisor's Incident Response Packet.

4.1.1 The Supervisor's Incident Response Packet will be completed for all incidents that have resulted in any injury or illness, resulting in property damage, equipment/property damage, and any major near-miss incident.

- 4.2 Once the supervisor has completed the Supervisor's Incident Response Packet and spoken with all involved parties and taken immediate actions to mitigate the situation, they will determine an immediate corrective action to prevent a recurrence of the incident until a more detailed analysis can be completed.
- 4.2.1 Consultation with the EHS department and other departments may be immediately necessary based on the conditions of the specific situation.
- 4.2.1.1 The Supervisor's Incident Response Packet contains information that will guide this process.
- 4.3 After implementing their corrective actions Supervisors will deliver the incident report to the EHS Department.
- 4.3.1 The delivery may be completed electronically, however, will require the return of the physical Supervisor's Incident Response Packet to EHS.
- 4.3.2 The report at that time will have the signature of the Supervisor and the signature of the employee(s) involved.
- 4.3.3 EHS will review the incident report with the supervisor and at that time and follow-up as necessary and prudent.

## **5.0 Supervisor's Incident Response Packet**

- 5.1 The following are the basic directions for the use and completion of these packets:

For each incident, begin with a new packet that contains all forms and documents listed on the front cover. Keep all documents inside this packet until they are needed.

Complete the appropriate forms.

- **FORM A** is to be used for any incident involving injury illness.
- **FORM B** is to be used whenever there is an incident involving a material spill or accidental release of any chemical.

- **FORM C** is to be used for any incident involving property damage. This includes damage to property that is not owned by Function.
- **FORM D** is to be used for any incident that may not be covered entirely by **FORMS A, B, or C**.

Supporting documents are found for each in the same section behind each form.

Some incidents may require the completion of more than one form to ensure that all appropriate information is obtained.

Basics of gathering information on an incident:

- What kind of incident is it?
- Where did it happen?
- Who is involved (including witnesses)?
- What equipment or property is involved?
- What immediate corrective actions were taken?
- Were pictures taken of the scene (including involved equipment or property)?
- Was appropriate care given to any injured parties?
- Have the appropriate individuals in Leadership been notified of the incident?
- Have written or transcribed statements been obtained from witnesses?

Complete and accurate information is essential to the process of finding the root cause that precipitates each incident. The more accurately we can gather information, the better we can work towards preventing similar issues in the future. As a supervisor, your participation in this process is key. Thank you for completing this packet.

**Please promptly return completed packets (including any blank forms or unused documents) to the EHS department.**

- 5.2 All packet documents may also be found at [www.functionEHS.com](http://www.functionEHS.com) under the Forms tab and [Supervisor's Resources](#).

## **6.0 Reporting Safety Concerns**

- 6.1 A safety concern is any condition, practice, or violation that causes a substantial probability of physical harm, property loss, and/or environmental impact such as, but not limited to:
- Loose railing on a stairwell
  - Tripping hazards
  - Anything you feel has the potential to cause harm to people, property, or the environment.
- 6.2 All safety concerns must be reported to remove potential causes of injury or property damage before conditions that may lead to an incident develop.
- 6.2.1 This is accomplished by submitting a [Safety Concern Form](#) or [\(SCF\)](#)
- 6.2.2 [SCFs](#) are to be completed online at [www.functionEHS.com](http://www.functionEHS.com) or are also available in pen-and-paper form should access to the website not be available.
- 6.2.3 SCFs are delivered to the EHS Department for review and appropriate follow-up with the submitter and also individuals and / or departments within the organization that may be needed to abate reported hazards.

## **7.0 Near Miss Reporting**

- 7.1 A near miss is an unplanned event that did not result in injury, illness, or damage but had the potential to do so.
- 7.1.1 All near misses must be reported to remove potential causes of injury or property damage before conditions that may lead to an incident develop.
- 7.1.1.1 This is accomplished by submitting a [Near Miss Report](#).
- 7.1.1.2 [Near Miss Reports](#) are to be completed online at [www.functionEHS.com](http://www.functionEHS.com) or are also available in

pen-and-paper form should access to the website not be available.

- 7.1.1.3 [Near Miss Reports](#), are delivered to the EHS Department for review and appropriate follow-up with the submitter, and also individuals and/or departments within the organization that may be needed to abate reported hazards.

## **8.0 Information Management**

- 8.1.1 All incidents will be assigned an incident number by the EHS department
- 8.1.2 Initial reports will be retained in digital form and a pen-and-paper format as required by the Occupational Safety and Health Administration (OSHA) and Certified State OSHA Programs.
- 8.1.3 The EHS department will follow up on all reports detailed in this program and complete a full Investigation & Root Cause Analysis (RCA Report) as necessary based on the conditions and facts of each report and as required by the Occupational Safety and Health Administration (OSHA) and Certified State OSHA Programs.
  - 8.1.3.1 All reports details described in the Program are considered confidential property of Function Inc.
  - 8.1.3.2 Confidential employee medical information, proprietary intellectual property, and other sensitive information may be required to complete comprehensive reports, follow up, and mitigation of hazards.
  - 8.1.3.3 The sharing of and receipt of information, full reports, and report details will be considered for peer review only and distributed only as necessary to fulfill the provisions of section 1.0 of this program.

## **9.0 Discipline**

- 9.1 All employees must abide by this program.

9.2 In the event an employee is in violation of this policy they may be subject to action related to the progressive disciplinary plan outlined in the Employee Handbook.

**10.0 Appendices**

Appendix A: Supervisor's Incident Report Packet

**11.0 Document Review and Approval**

**11.1 Date Devised:** 2-28-20

**11.2 Reviewed Date:** 08-2023

**11.3 Date Approved:** 08-2023

**11.4 Approved By:** Ed Noter, Director, EHS