

Employee Newsletter In This Issue

Safety Culture—It's About the People

-Ed Nolter

Director, EHS | ednolter@functionofbeauty.com

A simple way of building and sustaining an effective safety culture is by taking a human approach and focusing on the people of the organization. A common goal of most companies is to improve the safety culture within the organization. While this sounds fairly straightforward, the path to success often is riddled with misunderstanding and met with great difficulty.

Many companies tend to ignore a weak safety culture for years for a variety of reasons, and then decide some action needs to be taken as a result of an unplanned or unexpected event. Often, some attempt is made to improve the culture by arbitrarily directing funds and resources into training, staff and equipment. By doing this, companies expect a reduction in the frequency and severity of incidents and an overall increase in commitment from their employees. Long-term, this typically leads to disappointment and falling short of the goal.

To effectively improve the culture over the long-term, we need to begin with an evaluation of where we are on the cultural safety thermometer, followed by a plan of action, Behavioral Based Safety (BBS). The purpose of the plan is to identify what motivates our team, as well as which activities build trust, commitment and communication.

More important than that is the direct feedback of the employees, which serves as a key indicator. Leaders should take time out of their schedules each week to have face time with the employees, just not limited to safety specialists and champions. These conversations are important; ask about the work of the employees, participate in the process of job safety analyses and root cause analyses, attend safety committee meetings and participate in the audit and resolution process. While this is not a scientifically validated method, it serves as a good litmus test to identify what the status of morale and engagement is. (*Continued on Page 3*)

Page 2

New EHS Specialist
Job Instructions, Why?

Page 3

Respiratory Protection
Service Anniversaries
Crossword

Page 4

Supervisor's Corner
Safety Committee Corner
Training & Drills

Visitor / Vendor Safety

Jeff Brown, EHS

jeffbrown@functionofbeauty.com

At function, safety is fundamental.

This message is one that Leadership and the EHS Department have tried to instill in everyone that comes through our doors. From the EHS Employee Onboarding process for both direct hires and our temporary workers, to training that you have received through ThinkHR, to specialty training like PIT (forklift) Licensing, and our continuing articles in this newsletter and on the employee message boards, it has been our goal to provide training and tools to every employee to empower each of you to think and work safely each day.

But, **“What about visitors & vendors?”** you might ask.

“Does anyone go over safety with them before I see them up on a ladder fixing the air conditioners, wiring in a new device, or repairing an old one?”

Glad you asked... yes.

Function has a visitor / vendor safety brief program intended to ensure that key policies are reviewed each year with all visitors and vendors who enter any function facility.

The EHS Department and / or a member of senior leadership at each location completes an official brief with the visitor, vendor, or contractor upon their first visit to a new facility. Topics that include:

- Personal Protective Equipment Requirements
- Building Security
- Lock Out / Tag Out
- NFPA 70E
- Use of Ladders, Scaffolds & Lifts
- Accident Reporting
- Hot & Energized Work Permitting & Many More

are discussed on a yearly basis, or as needed to ensure that safe practices are employed by visitors and outside vendors / contractors.

Contact EHS for more information about this, or any other, safety topic at EHS@functionofbeauty.com or visit our website functionEHS.com or speak to your site EHS Representative..





Function Welcomes Ryan Harrower

The Function of Beauty EHS Department is excited to announce the addition of Ryan Harrower to the Function Family as the Environmental Health & Safety Specialist for the Caledonia Michigan plant.

Ryan joins the team with a Bachelor's Degree in Occupational Safety and Health Management obtained at Grand Valley State University. Ryan's experience includes work in the Insurance and Chemical Manufacturing fields. He holds OSHA 30hr certification and is Certified Safety and Health Manager.

Ryan is certainly a welcome addition to the Function family and will compliment the EHS team in our goals to create and maintain a safe and healthy environment.

Please take a moment to welcome Ryan to the team, whether on the floor in Michigan or as he familiarizes himself with our operations and reaches out across the organization.

Job Instructions (JIs)

-CeJay Traugh Instructional Designer, Engineering

cejay@functionofbeauty.com

Hello, my name is CeJay Traugh and I am an instructional designer.

My job at Function is to create learning material for the production facility in Pennsylvania and Michigan.

Here is a brief explanation of Job Instructions (JIs).

What is a JI?

A JI or Job instruction is a standardized process put in place for a specific task. JIs are used to break down a task into a step-by-step format. The goal of JIs is to make a task as easy to understand as possible.

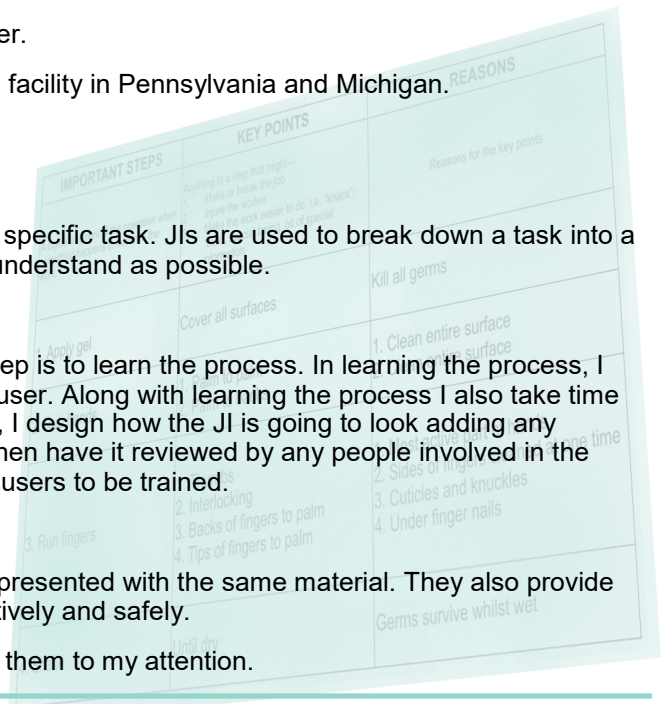
How are JIs made?

For myself when I am presented with a new job instruct the first step is to learn the process. In learning the process, I am able to assess whether the process makes sense for the end user. Along with learning the process I also take time to speak with the end user (the person the instruction is for). Next, I design how the JI is going to look adding any necessary images and all the information to complete the task. I then have it reviewed by any people involved in the approval process. Once approved the JI is then ready for the end users to be trained.

Why are JIs important?

Job instructions set a standard for task which means everyone is presented with the same material. They also provide everyone with the correct information needed to do their job effectively and safely.

If you have any questions about the JI process, feel free to bring them to my attention.



Building Trust & Commitment (Safety Culture—It's About the People Continued From Page 1)

As our Function EHS team navigates through the plan roadmap, an emphasis should be placed on building trust. This is everyone's responsibility as it fosters ownership of the process and vision. Employees must feel that they can be open and honest about their concerns related to safety, morale and program progression. They need to be free to ask questions about expectations without the fear of retaliation.

We have an obligation to listen and respond in a consistent manner. We must be proactive, inventive, inclusive and thought-provoking when it comes to their planned initiatives. Trust and sustainability only can occur when each side understands the thoughts and expectations of the other. Transparency is key and in most cases involving safety, required!

When employees feel respected, informed and included in the decision-making process, as in the safety committee and supervisors safety meetings, they're more likely to continue participating, start communicating and feel better about the organization for which they work. During the process of culture building, the goal essentially is to eliminate the "us versus them" mentality, regardless of the differences in pay scales and job responsibilities. Everyone is equally responsible for their safety and that of their colleagues/coworkers

Roles and responsibilities aside, we as a collective workforce spend more time with each other than we do engaging in our hobbies and spending time with our families. We owe it to ourselves and each other, as well as our families, to work together to improve the culture in our workplace.

Manifestations of human intellectual achievement regarded collectively. In short, that's the way we do it here, because we've collectively created the expectation.

Stay Safe
-Ed

Respiratory Protection

Ryan Harrower-, EHS

ryan@functionofbeauty.com

What is a respirator? A respirator may filter the air through either filters or absorbent cartridges. It may also provide the wearer with breathable air. There are different classifications of respirators for different types of airborne contaminants. There are specific respirators for particulates, gases, vapors, oils, and even a combination of all four.

Why is the program necessary? The purpose of this Respiratory Protection Program is to coordinate the proper selection, medical evaluation, training, use, and maintenance of respiratory protective equipment necessary to protect employees from exposure to airborne contaminants. You cannot simply trust your eyeballs when it comes to identifying exposure to airborne contaminants within your environment. At Function of Beauty, respirators are selected based on using instrumentation to identify exposure, risk, and application of raw ingredients within production. The areas that use respirators are identified through the implementation of Job Safety Analysis and Personal Protective Equipment requirements.

Training on how to properly use, clean, store, and inspect respirators is given to employees. Fit testing is done for every employee that uses a respirator. Full-time, part-time, contractors and temporary employees hired to perform a specific task requiring the use of a respirator at Function of Beauty are also fit tested.

These workers or employees are within the scope of the program.

The purpose of fit testing is to ensure a proper seal around the perimeter of the respirator. Without a proper seal, the wearer may potentially expose themselves to airborne contaminants.

As the Safety Specialist here at the Michigan facility. As part of the EHS Department, I work to maintain the program's continued effectiveness.

Service Anniversaries

August

- Jonathan Cho: 3 years
- Nan Latsha: Sun: 1 year
- Brian Hemrick: 1 year
- Krisztina Bevan: 2 years
- Lisa Lamothe: 1 year
- Chris Charles: 1 year
- Kelly Murray: 1 year
- Heather Briggs: 2 years
- Austin Krum: 3 years
- Todd James: 1 year
- Bill Or Billy Fisher: 1 year
- Austin Bucher: 1 year
- Shaine McKenna: 1 year
- Josh Lister: 3 years

- Brianna Maciejewski: 3 years
- Joe Parish: Tue, 1 year
- Braden Heim: 1 year
- Gabby Llanes: 1 year
- Jeff Brown: 1 year
- Eric Burchard: 1 year
- Ebony Matlock: 1 year

- Cathy "Cat" Pinkerton: 1 year
- Derrick Kim: 1 year
- Diane Bednar: 3 years
- Jessica Derk: 3 years
- Karen Richendrfer: 3 years
- Eumi Pok: 1 year
- Sabrina Williams: 2 years
- Hunter Thomas: 2 years
- Tina Novlan: 3 years
- Joelle Grider: 1 year
- Tom Slabbekoorn: 1 year
- Tiffany Thompson: 1 year
- Sara Leigh: 2 years
- Ashley Persing: 2 years

September

- Mark Martz JR: 3 years
- Ed Cecco: 1 year
- Jesse Wallace: 1 year
- Jeniffer Zamukosha: 1 year
- Jeremy Maciejewski: 3 years
- Robert Thomas III: 1 year
- Seth Roadarmel: 1 year

Submitted by: Tim Zerbe

Down:

1. Better ___ than sorry.
2. ___ and the Beast
3. Shampoo and ___
4. Safety ___
5. Know how to use a fire ___

Across

1. Ed, Jeff, & Ryan's Department (Abbreviation)
2. Conjunction Junction, What's Your ___?
3. Always ___ with your knees.
4. ___ Safety Hazards
5. ___ to loosen up before work.

Safety + Word
Answers in the next newsletter.

Want to submit an article?
We'd love to hear from you!

Please complete a Media Display Request via the EHS Request Form on our website.

[Click here](#) on digital or visit functionEHS.com and find the link under Forms in the Menu.





Upcoming Training & Drills

Courses via ThinkHR are assigned on a variety of topics, please complete them promptly when assigned. Contact Ed Nolter @ ednolter@functionofbeauty.com if you have any challenges accessing assigned courses.

Manager & Supervisor EHS Training

September 22nd @ 3pm

Classrooms in FoB 8 & 10

Also available via Google Meet

(Contact your EHS Representatives for more information)

Topic: To Be Announced

Sessions reoccur monthly

System Safety Meeting

October 4th @ 3pm

Classrooms in FoB 8 & 10

Also available via Google Meet

(Contact your EHS Representatives for more information)

Topic: To Be Announced

Sessions reoccur quarterly

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

Supervisor's Corner



Scan the QR Code for access to the EHS Training and Events calendar.

Required regulatory training and other important events are available so that you may plan accordingly to keep your teams up to date and safe throughout the organization.

Safety Committee Corner



Joint Safety Committee

Meeting Date 2021

Michigan & Pennsylvania Locations
September 21st at 12:30pm

Michigan

North Conference Room & Online Via Google Meet

Pennsylvania

FoB 10 Training Room.& Online Via Google Meet

Thank you
Function Family!



What makes you
happy?

Happiness is a Virtue, Not its Reward

-Baruch Spinoza

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

Editor in Chief: Josh Lister—lister@functionofbeauty.com

Editor: Jeff Brown—jeffbrown@functionofbeauty.com

Editor: Ed Nolter—ednolter@functionofbeauty.com

Editor: Ryan Harrower—ryan@functionofbeauty.com