

Function of Beauty 5570 Snyderstown Rd. Paxinos, PA 17824

## Mobility Devices

**1.0 Purpose**

This procedure is intended to safeguard employees, including temporaries, contractors, and visitors by preventing incidents associated with using mobility devices, either powered or manually operated. This procedure outlines safety and training requirements for operating a mobility device of any type that may exist at Function of Beauty.

**2.0 Scope**

This procedure applies to all full-time, part-time, including all contractors and temporary employees who may use a mobility device at any time at any Function of Beauty location.

**3.0 Definitions**

**3.1. Function of Beauty Leadership**

- 3.1.1. Operations Managers
- 3.1.2. Senior Operations Managers
- 3.1.3. Vice Presidents

**3.2. Authorized Personnel**

- 3.2.1. Authorized personnel includes any employee permitted to operate a mobility device in a capacity other than that required to be in compliance with the DOJ-Americans with Disabilities Act - Wheelchairs, Mobility Aids, and Other Power-Driven Mobility Devices (OPDMD).

**3.3. Mobility Device Classifications**

- 3.3.1. Other Power-Driven Mobility Devices (OPDMD): Any device powered by batteries, fuel, or other engines, that is used by individuals with mobility disabilities, for the purpose of locomotion.
  - 3.3.1.1. Segways
  - 3.3.1.2. Powered Wheelchairs
  - 3.3.1.3. Tricycles, powered and unpowered
  - 3.3.1.4. Scooters
  - 3.3.1.5. Bicycles
- 3.3.2. Any other device being used in a capacity to provide personal movement through a Function of Beauty facility as a work requirement.
- 3.3.3. Powered Industrial Trucks (PITs) are not mobility devices and must not be used for personal transportation.

**4.0 Program Responsibilities**

**4.1. EHS Department**

- 4.1.1. Assess all mobility devices for safeguards and recommend improvements to devices where necessary.
- 4.1.2. Approve new device purchases when used in a capacity other than DOJ-American Disability Act compliance.
- 4.1.3. Evaluate safe operating requirements for facility layouts and restrict usage if necessary.

**4.2. Function of Beauty Leadership**

- 4.2.1. Ensure that powered mobility devices are used safely and by authorized personnel.
- 4.2.2. Ensure that any new or modified personal mobility devices undergo an EHS review prior to distribution and/or use.
- 4.2.3. Support the EHS department in enforcement of this procedure.

**4.3. Authorized Personnel**

- 4.3.1. Operate mobility devices in compliance with this procedure and following safe operation guidelines, including all necessary PPE where applicable.
- 4.3.2. Avoid unsafe areas and ensure powered mobility devices are used in authorized, permitted locations only.
- 4.3.3. Report any safety concern, near miss, or incident involving a personal mobility device immediately.

**5.0 Procedure**

**5.1. General Requirements**

- 5.1.1. Powered mobility devices may only be used by authorized personnel.
- 5.1.2. Users must be approved by the EHS department prior to operation of a powered mobility device in compliance with the DOJ- Americans with Disabilities Act - Wheelchairs, Mobility Aids, and Other Power-Driven Mobility Devices (OPDMD).
- 5.1.3. Powered mobility device operators must adhere to designated and restricted areas that they may not be operated in as determined by the EHS department.

**5.2. Training and Disciplinary**

- 5.2.1. Specific training requirements for operation of a mobility device regarding skill demonstration are not required by EHS. The only approval required is approval of the specific authorized user for operation by the EHS department (e.g., licensure is not required).
  - 5.2.1.1. Before operation, any restricted areas must be communicated to the potential authorized user by a member of leadership or the EHS department.
- 5.2.2. Operation of a powered mobility device is left solely to the discretion of the EHS department, any observances of unsafe use, improper operation, or near-miss/safety concern/incident may result in suspension from operation of a powered mobility device pending an investigation.
- 5.2.3. Corrective action may also be taken if a deficiency is observed or similar observation is made.
- 5.2.4. If an unauthorized employee is observed operating a mobility device, corrective action and/or disciplinary action is left to the EHS department's discretion.

**6.0 Document Review and Approval**

**6.1. Date Devised:** 05-07-21

**6.2. Reviewed Date:** 05-07-21

**6.3. Date Approved:** 05-07-21

**6.4. Approved By:** Ed Noter, Director, EHS