

### A Message From Leadership

To all of you who have made 2020  
such a success...

Happy Holidays and a Safe and  
Prosperous New Year to All!

-Thank you!

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Have you ever thought about what life would be like without eyesight?

**-Ed Nolter** Director, EHS | [ednolter@functionofbeauty.com](mailto:ednolter@functionofbeauty.com)

**How would you get dressed in the morning?**

**How would you make a living?**

**How would you enjoy the flowers in your garden or the expressions on your children's faces at Christmas?**

Your eyes are important in almost all of your activities and, because eyes only come one pair to a customer, they deserve all the care and protection you can give them.

If there are some activities within your company that can cause eye injuries, it's important to understand what you can do to protect your eyes.

The most important thing you can do is to wear eye protection when there is a danger of flying particles, dust or harmful liquids getting into your eyes. Activities such as using portable tools or mitigating mold are examples of where eye protection should be worn.

Eye protection can include safety glasses, goggles or a full face shield, and there are different types and styles of each of these (such as chemical-splash goggles or safety glasses that double as sunglasses). Take time to familiarize yourself with the types and styles of protective eyewear that your organization has, and ensure you wear the proper protection for the job you are performing.

You should also ensure that any eye protection you are issued is kept clean and in good repair – lenses should not be scratched to the point that it interferes with your vision, and the eyewear should not be cracked or have sharp edges. Don't risk losing one of your most precious possessions, your eyesight. Wear eye protection when needed, both on and off the job, and encourage others to do the same. If an accident should happen, you'll be very glad you did.

On **December 10th**, the Safety team at **FoB 10** was afforded the opportunity to speak with **153** of our coworkers spanning all three shift about important safety topics and initiatives. The chance to update our coworkers on things like Hazard Communication, E-Stops, and Active Shooter scenarios. **Thank you to all that attended.**

*Stay safe!*  
-Ed

Pallets, either wood or plastic, are a part of life and are used daily across our organization, from shipping products out the door to moving items around internally. Due to their frequent use, it is important to remember these safety tips when it comes to using pallets safely:

- When handling wood pallets manually, always use appropriate hand protection to prevent cuts and slivers.
- Inspect a pallet before you pick it up to ensure there are no nails or sharp surfaces that may result in puncture wounds.
- NEVER walk or stand on top of pallets, as there may be nails sticking out. Additionally, you never know what the board condition may be as you put your weight on it, and you may fall or cut yourself.
- When handling pallets manually, always keep good posture - poor ergonomic form can lead to strains and pulls and potential musculoskeletal injury.
- Never stand a pallet up on its side, as if a pallet were to fall there is significant risk of injury or damage from the impact.
- Pallets must not be stored in stacks greater than six feet in height.

Additionally, be sure to separate “Good” and “Bad” pallets, and move all bad pallets to get recycled/or disposed of safely. Any pallet with cracked boards, detached blocks, protruding nails, missing base boards, or any visible defects, should be taken out of service upon recognizing the hazard.



# Pallet Safety

-Grant DenBesten

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## COVID-19 Reminder

-Randi Davis

Director, Human Resources  
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As the holidays are fast approaching please remember we are still navigating through the Covid-19 pandemic. As we patiently await the vaccine, we must continue to follow the mitigation practices in place.

Please remember the following:

- Wear your mask over your mouth and nose
  - Practice good personal hygiene including hand washing
  - Don't touch your face
  - Socially distance yourself with anyone outside your immediate family
  - Avoid gatherings
  - Get tested if you exhibit symptoms –
- |                        |                           |                |
|------------------------|---------------------------|----------------|
| * fever,               | * headache,               | * nausea,      |
| * cough,               | * lost of taste or smell, | * vomiting, or |
| * shortness of breath, | * sore throat,            | * diarrhea.    |
| * body aches,          | * congestion/runny nose,  |                |

When in doubt, call your primary care physician or call the CDC Covid-19 hotline at 1-800-CDC-INFO or the Geisinger COVID-19 hotline at 570-284-3657.

Stay safe and have a Happy Holiday Season.

*-Randi*

# Quality Updates & Continuous Improvement Efforts

-Ashley Huff

Quality Manager, Production Quality  
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For those of you who I have not had the pleasure to meet, my name is Ashley Huff and I am the quality manager located at FOB8.

Along with myself I would like to introduce Marcie Kertsmar who is our quality manager at FOB 10 who joined our team a few weeks ago.

As we continue to expand and reinforce our commitment to quality at Function, we have made great strides in improvement efforts in many areas of the business with the help and support of the whole company. Below is a list of strides we have been able to achieve as well as additional projects our team will be working on going forward.

- We are continuing to expand our team to better support manufacturing at both FOB8 and FOB10.
- In partnership with operations, we are refining our training process and training records system to make sure our employees are properly trained on existing, new or updated procedures.
- The quality and ops teams have made amazing progress improving our sanitation practices in our manufacturing at both locations. Along with this our Micro team is exploring new methods with the goal to quickly and accurately validate our cleaning procedures.
- We are committed to continuously improving our processes to achieve **first pass quality** for our products so that we make the product correctly the first time! This includes: Improved manufacturing process for products, accurate and achievable quality specifications, and on-site support to troubleshoot issues.
- As many of you know we struggle with conditioner manufacturing with batches being too thick. With the help of operations at FOB8 we have successfully reworked 6 batches of conditioner so that they are the correct viscosity. We also have made significant progress with our conditioners so that they are the correct viscosity when they are made which also help us reduce the need to rework batches.
- Here at FOB8 we have shortened the testing time for pre pump samples by 40-60 minutes and we are establishing specifications to help predict whether a batch will pass QC early on to help save manufacturing time.
- We have formalized the process for changes to batch cards so that batch cards are current and match ICATAMI.
- Our team is working to audit QC hold inventory on a daily basis to make sure the product is released and available for FOB10.

Thank you to everyone who has been supporting these efforts with us and we are excited to continue to improve and make the best product for our customers!

## Service Anniversaries

- Sophie VanSickle: Wed, Dec 02 -- 1 year
- Emilee Race: Wed, Dec 02 -- 1 year
- Camilla Dell'Adami de Tarczal: Thu, Dec 03 -- 2 years
- Sarah Madden: Fri, Dec 04 -- 2 years
- Tim Benner, Jr: Sat, Dec 05 -- 2 years
- Sydney Bartos: Sat, Dec 05 -- 2 years
- Carl Keim: Sat, Dec 05 -- 2 years
- Reese Houseknecht: Tue, Dec 08 -- 4 years
- Kaliegh Johnson: Wed, Dec 09 -- 1 year
- Skyler Calati: Wed, Dec 09 -- 1 year
- Joshua Thomas: Thu, Dec 10 -- 4 years
- Jenna Josepher: Thu, Dec 10 -- 2 years
- Eric Rupert: Thu, Dec 10 -- 2 years
- Wendy Yacko: Thu, Dec 10 -- 2 years
- Emma Rosko: Wed, Dec 16 -- 1 year
- Tabitha Perocier: Thu, Dec 17 -- 2 years
- Gustavo Cardona: Thu, Dec 17 -- 2 years
- James Soto: Thu, Dec 17 -- 2 years
- Peggy Ann Mattivi: Tue, Dec 29 -- 4 years
- Margo Kase: Wed, Dec 30 -- 4 years

## Winter Weather Safety Tips

Winter is coming... ok, it already here. As we face the waning days of 2020 and welcome 2021, the weather has turned cold, wet, and slippery. Below are some tip to keep us all safe at work, and at home:

- ◆ Be aware of snow and ice when exiting vehicles and walking outside.
- ◆ Report slippery conditions on walkways to building maintenance
- ◆ Wear appropriate shoes for wintery weather & consider changing shoes before going outside
- ◆ Report ice cycles on buildings
- ◆ Dress in layers
- ◆ Keep an emergency bag in your vehicle in the event that you become stranded in winter weather
- ◆ Be aware of your surroundings when shoveling snow, especially near roadways & take your time
- ◆ Do not drive in dangerous conditions
- ◆ Prepare your home for severe winter storms

## Product Recalls

If you have any product recalls, either related to Function or generally for your fellow co-workers, please submit them to one of our editors for inclusion in this section.

## Upcoming Safety Training & Drills

- **Powered Industrial Equipment Training**— Ongoing at FoB 8 & FoB 10 as required
- **Courses are also being sent via ThinkHR on a variety of topics. Please complete them promptly when assigned.**



### Safety Committee Corner

### Safety Committee Meeting Dates 2020

**Michigan** | January 13th in the Customer Service Area

**Pennsylvania** | January 8th 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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