

A Message From Leadership

-Josh Lister Senior Vice President of Operations

This past month we had our first COVID-19 case that impacted production.

In the current world battle with this virus, it was not a matter of if we would have a case that impacted production, but when.

First and foremost, our team member has recovered. Secondly, our facilities' practices in social distancing, sanitization, and mask utilization minimized the impact to our people, community, and production.

These practices and our swift and timely communication during the contact tracing phase were well in line with CDC guidance—this assessment was reinforced by the Michigan Department of Health during our coordination when the representative stated “you basically did my job for me.”

We will continue to navigate our way through the COVID-19 battle; your continued support and adherence to masking and social distancing practices remains essential as we move forward.

- Lister

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Preventative Measures & Safety Tips

-Ed Nolter | Director, EHS | ednolter@functionofbeauty.com

Racks are highly efficient structures that require components to be free from damage to fully bear the loads placed on them. They are typically not designed to resist impact and although some damages could be minor, accumulated damages over time can result in catastrophic consequences such as the complete collapse of a racking system. Therefore, maintaining healthy racks is essential to their performance and taking the following preventive actions is a great way to stop the endless cycle of replacing damaged parts:

- Train forklift operators thoroughly and regularly;
- Inspect racks regularly;
- Keep aisles clutter-free;
- Match pallet size, rack size and aisle width;
- Protect braces at pallet level with upright side panels;

Use base guards and/or column guards to protect column base and anchors;

- Use outrigger stoppers to protect bottom beams;
- Use fork-level cameras to protect top beams;

Use end of aisle protection and side-mounted safety lights on the forklifts;

- Use rear-view-mirrors and proximity sensors to prevent backing incidents;
- Check how the warehouse culture affects rack damage.

All employees must be licensed to operate powered industrial trucks through Function of Beauty's EHS Department. You must have your license physically available while operating powered industrial trucks. Seatbelts must be secured. Know your surroundings and always alert pedestrians.

Stay Safe!
-Ed

Good Housekeeping Practices

Housekeeping is one of the largest and most important factors that play into having a safe workplace.

-Grant DenBesten

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Poor housekeeping may result in injuries or even death, citations from regulatory agencies, or even difficulty in securing future work.

Something as seemingly “minor” as housekeeping can have serious consequences.

Poor housekeeping practices can result in:

- Injuries; when employees trip over, strike or are struck by out-of-place objects (cabling, hoses, equipment, boxes, pallets, barrels, etc.)
- Injuries from using improper equipment because the correct type can't be found
- Lowered production because of the time spent maneuvering in and around messy areas and time spent looking for proper tools and equipment
- Being complacent about safe housekeeping practices can result in desensitizing everyone to poor practices and lead to an inability to identify hazards, putting everyone at risk of injury.

General housekeeping rules to remember:

- Housekeeping is everyone's responsibility!
- Clean up after yourself. Pick up trash and dispose of it properly. Keep your work area clean throughout the day, minimizing the time needed to clean a larger mess all at once
- All flammable and combustible materials must be disposed of properly - never leave flammable materials out in the open where there is potential for fire.
- Remove protruding nails and other sharp objects or hammer them flat on pallets or boxes to prevent injury.
- Stack materials and supplies orderly and secure them as needed so they won't topple.
- Report all slips, trips and falls, with or without injury, so the hazard can be corrected.
- Remove any cords or cables from walking areas.
- Organize cables around workstations and under desks.

At Function, we value everyone's health and safety, and request that all our employees practice these general housekeeping rules.

A well-kept workplace shows respect for those who work there and helps in keeping everyone safe!

Please do your part to keep it that way!

Reminder From Human Resources

As per Company policy, smoking **is not** allowed in company buildings or work areas at any time.

“Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas.

Employees using these areas are expected to dispose of any smoking debris safely and properly.

Please ensure proper disposal of smoking debris.

This does NOT mean in the parking lots.

If debris is found in the lots going forward, all smoking privileges will be removed and the entire campus will become smoke free.

Please do your part and do not throw debris in the parking lots. Use the receptacles provided.

Employee Benefit News

-Randi Davis | Director, Human Resources

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Effective November 1, 2020, the Employee Assistance Program has changed to Mutual of Omaha. This benefit is of no cost to employees and provides valuable services such as:

Experienced EAP Staff

Licensed Master's level professionals that can provide assistance for a variety of personal and professional matters.

- Emotional Well-Being
- Family and Relationships
- Legal and Financial
- Healthy Lifestyles
- Work and Life Transitions

Organizational Services

- Internet-based management support resources
- Connection to resources for on-site training and
- Critical Incident Stress Management Services (CISM)
- Available on a fee-for-service basis

EAP Benefits

Access to EAP Professionals 24 hours a day, seven days a week

- *Services accessed by calling (800) 316-2796*
- Provides information and referral resources
- Service for employees and eligible dependents
- Connect employees with online resources for:
 - *Dependent and Elder Care resources*
 - *Substance use assistance and other addictions*
 - *Legal library and online forms*
 - *Financial and online tools*
- Access to a library of educational articles, handouts and resources at mutualofomaha.com/eap

Shelter In Place

-Jeff Brown

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We are all familiar with the concept of building evacuation due to fire or other event that emphasizes getting out of a building or structure to a safe location.

A little less well known though might be the concept of "shelter in place."

The Occupational Safety & Health Administration (OSHA) describes shelter in place as: *"electing an interior room or rooms within your facility, or ones with no or few windows, and taking refuge there."*

There are a multitude of situations or conditions where the safest place to be is inside a structure due to conditions outside being potentially hazardous.

Some examples of these can include:

- Chemical release due to a train derailment carrying hazardous materials
- Radiological release from a nearby nuclear power plant
- Severe weather events such as tornadoes, thunderstorms, or severe blizzard

Each Function facility will have unique circumstances that might result in a shelter in place order from authorities in the area and locations and protocols for implementing shelter in place procedures can vary depending on the type and scope of the event.

So, what can you do to help?

- Keeping an orderly and clean workplace is one way to help ensure that any location that may be needed to aid a shelter in place declaration is safe and can be made available quickly.
- Become familiar with plans and procedures that may be in place at your facility.
- Participate in the Safety Committee and help shape emergency procedures.
- Complete Safety Concern forms promptly to ensure that potentially unsafe conditions are rectified promptly.

November Service Anniversaries

Aly Juma—1 year—NY

Vikki Breech—1 year—PA

Heather Dodson—1 year—PA

William Winger—1 year—PA

Lorrain Pease—1 year—PA

Anna Lee—1 year—NY

Lanie Shalek—1 year—NY

Cherry Hunsinger—1 year—PA

Safe Winter Driving

As the winter season approaches and we all face our commutes in the winter weather, please visit

<https://www.nhtsa.gov/winter-driving-tips#winter-driving-tips-safety-first> for tips to keep you safe during winter driving

conditions and stay tuned to local weather forecasts to stay up to date on the latest conditions.

Remember, don't risk your safety in poor conditions, stay in whenever possible.

N95 vs. Dust Mask

-Grant DenBesten
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Dust masks and N95 respirators may look similar, but when it comes to your exposure and protection, it is critical that you know the difference.

Most notably, dust "nuisance" masks are not NIOSH approved disposable filtering facepieces. They can be worn for comfort against non-toxic nuisance dust during activities like mowing, gardening, sweeping and dusting. These masks are NOT respirators and do not offer protection against hazardous dusts, gases or vapors.

Dust masks can be mistaken for NIOSH approved N95 respirators. One of the easiest ways to tell the difference is to look for a NIOSH label printed on the mask or box, or the word respirator. Additionally, dust masks typically only have one strap while NIOSH approved N95 respirators have two.

Example Dust
"nuisance" mask



Example N95 Respirator



At Function, we recommend that you **do not** wear an N95 mask for nuisance levels of dust.

Anyone who wears an N95 respirator is required to follow Function of Beauty's respiratory protection program, which includes medical certification, training and annual fit testing.

Upcoming Safety Training & Drills

Powered Industrial Equipment Training— Ongoing at FoB 8 & FoB 10 as required.

Lock Out Tag Out Training - at FoB 8, Date To Be Determined.

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 | December 2nd in the Customer Service Area

Pennsylvania | November 13th at 12:30pm || December 15th at 12:30pm each in the FoB 10 Training Room.

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

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