

Function of Beauty 5570 Snyderstown Rd. Paxinos, PA 17824

Safety Data Sheet Program

1.0 Purpose

1.1 This Program is intended to ensure:

- 1.1.1 Safety Data Sheets (SDSs) for all materials classified under the Occupational Safety & Health Administration (OSHA) are stored in a database and archived in accordance with CFR 1910.1200, the OSHA Hazard Communication Standard.
- 1.1.2 All Employees have access to SDSs for all hazardous materials in accordance with CFR 1910.1200.

2.0 Scope

2.1 This Program applies to all employees, vendors, visitors, guests, temporary workers, and contractors that access Function Inc. locations.

4.0 Responsibility

4.1 The Environmental Health & Safety Department will be responsible for

- 4.1.1 Overall accuracy and integrity of the SDS Database and Chemical Inventory to which they are related
- 4.1.2 Maintaining a SDS database.
- 4.1.3 Conducting periodic audits of SDSs and the database for accuracy
- 4.1.4 Entering new and updated SDSs as needed based on approval processes.
- 4.1.5 Archiving legacy materials once usage and storage have seaces for the 30 years required under CFR 1910.1200

4.2 The Regulatory Affairs Department will be responsible for

- 4.2.1 Ensuring that SDSs for all formulations, bases, and other mixtures of ingredients unique to Function Inc. or approved for use by Function Inc. for use have complete and updated Safety Data Sheets.
- 4.2.2 Ensuring that SDSs for all formulations, bases, and other mixtures of ingredients unique to Function Inc. or approved for use by Function Inc. are present in the EHS SDS Database.
- 4.2.3 Ensuring that SDSs for all formulations, bases, and other mixtures of ingredients unique to Function Inc. or approved for use by Function Inc. are up to date.
- 4.2.4 Informing the EHS Department when formulations, bases, and other mixtures of ingredients unique to Function Inc. or approved for use by Function Inc are discontinued and removed from all Function Inc. locations

4.3 Employees, vendors, visitors, guests, temporary workers, and contractors are responsible for

- 4.3.1 Informing the EHS Department of the need for a new material is proposed for use at any Function Inc. location prior to it's introduction into any Function Inc. workplace.

5.0 Recordkeeping, Retention, Auditing

5.1 Recordkeeping

5.1.1 SDSs will remain of file in the Active EHS SDS Database for the duration of time the substance is used at any Function Inc. location

5.1.2 SDSs for substances that have been discontinued will remain in the active EHS SDS Database until such time that it is lo longer used or stored at any Function Inc. location.

5.1.2.1 SDSs for discontinued chemicals may then be labels ad no longer active in the EHS SDS Database.

5.2 Retention

5.2.1 All SDSs will be maintained for no less than 30 years following the date it was discontinued in accordance with CFR 1910.1200

5.2.2 Retention requirements may be increased due to external factors that can include, but are not limited to, litigation & special requirements for specific chemicals that may exist for regulatory agencies other than OSHA.

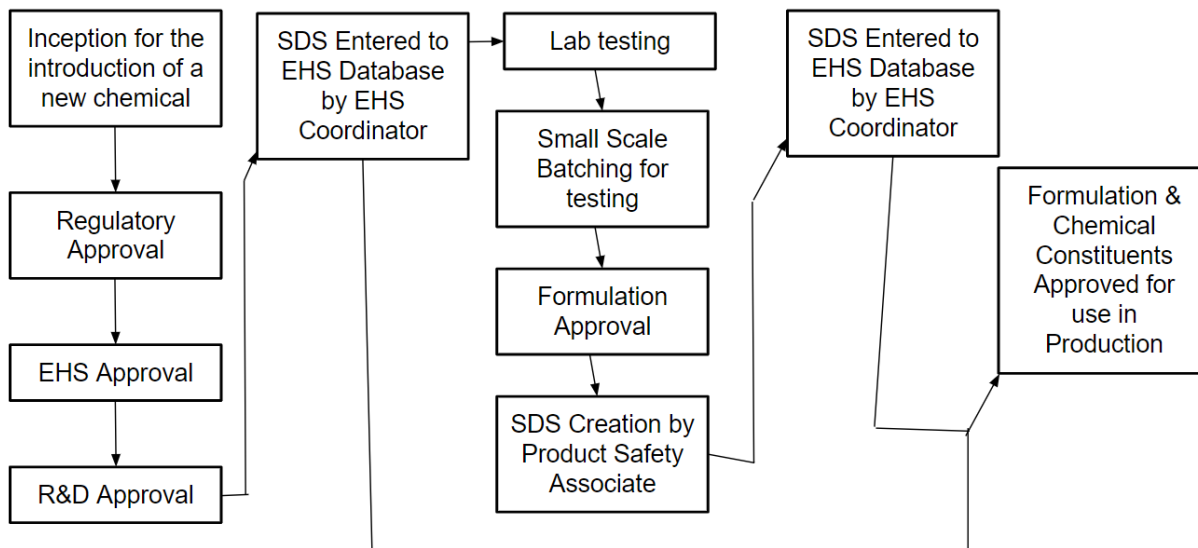
6.0 Auditing

6.1 The Environmental Health and Safety Department will conduct a yearly audit of the EHS SDS Database for accuracy against actual products in use or stored on Function Inc. property throughout the organization.

6.2 The EHS Department may utilize the cooperation of any individuals, or departments necessary to facilitate these audits as necessary to facilitate both the audit and any deficiencies that may be encountered.

6.3

Workflow Diagram for Chemical Approvals



7.0 Document Review and Approval

7.1 Date Devised: 4-19-19

7.2 Reviewed Date: 12-21

7.3 Date Approved: 12-21

7.4 Approved By: Ed Nolter, Director, EHS