

Employee Newsletter In This Issue

Behavioral Based Safety

-Ed Nolter

Director, EHS | ednolter@functionofbeauty.com

Behavior-Based Safety is a philosophy of identifying and preventing accidents, particularly in the workplace environment.

Unsafe behavior triggers accidents and injury, resulting in a loss of productivity and workers compensation claims.

Most importantly these incidents and injuries can have a profound effect on the employee and their families here at Function of Beauty.

Our objective is to fully engage and educate employees to the significance of behavioral based safety and set standards for all employees at all levels for participation in safe behavior.

As part of that process we will have a cross section of employees participate in a formal observation behavioral based safety program with the EHS staff to promote a culture that is consistent with our objective, keeping our Function Family safe. This includes visitors and vendors.

Small, careless behaviors lead to the majority of accidents and injuries.

Targeting specific behaviors and creating a checklist for all employee's safety input creates workplace involvement in safe behaviors.

This equates to having skin in the game, no pun intended.

Keep in mind that typically **approximately 4% of injuries and incidents are condition based in comparison to 96% being unsafe acts or behavior related.**

Sounds like we all have opportunities to make a difference.

In the near future, the EHS department will be conducting additional training for employees to give them each the tools to be effective safety monitors, active observers, and to promote employee engagement and compliance across the Function enterprise.

Our Environmental Health and Safety team is involved in the historical review of previous injuries and accidents to provide data-driven results for decision making and change implementation.

We generate this data through your involvement, and participation, which includes general observations through the use of our **Near Miss (NM)** and **Safety Concern Forms (SCF)** located on your EHS website, **FunctionEHS.com**. Accident investigation, as well as Root Cause Analysis (RA) also play key roles in generating pertinent data. These tools are the driving force for all of us to foster change and implement corrective actions.

One of our Key Performance Indicators (KPI) is our total recordable incident rate (TRIR). This is an important metric we utilize to define our progress. Ultimately, Behavioral Based Safety is about culture. **It's about you.** It's about people and what we need to do collectively to reduce our TRIR which equates to a safer work environment.

The involvement of Leadership is essential to provide mentoring and examples for employees to commit to the idea of working in an environment dedicated to safe behavior.

Define the expectation, focus on frontline workers and commit to positive reinforcement.

Page 2

Chemical Safety

Phishing Scams

Page 3

Emergency Response Teams

Service Anniversaries

Crossword

Page 4

Supervisor's Corner

Safety Committee Corner

Training & Drills

Stay Safe

-Ed





Chemical Inventory & Storage

Jeff Brown-, EHS

jeffbrown@functionofbeauty.com

Everyone at Function is told of the importance of proper use, storage, and labeling of chemicals and other basic safety rules and regulations involved in the safe use of all chemicals throughout the organization.

Another aspect of OSHA's standards regarding chemical use, is safe and appropriate storage and disposal.

The regulations are extensive, in particular the more inherently dangerous the substance is. For instance, the storage of highly flammable materials, like isopropyl alcohol, in close proximity to an oxidizer, like hydrogen peroxide, would present significant hazards beyond the hazards each substance has on its own.

The same rules apply to waste products. Incompatible or highly reactive wastes may need to be separated for similar reasons.

What can we do to prevent these issues from introducing risk when storing chemicals?

- Consult the Safety Data Sheet(s). Safe handling and storage instructions are included in section 7.
- Know not only what you are storing, but what is around it. Ensure that adequate separation of incompatible or reactive chemicals is maintained at all times.
- Consult the EHS department. Your EHS representative can help solve safe storage needs. (cont. pg 4)

Phishing, the Scourge of Your Cyber Safety

-Evan Spickard Information Technology

evanspickard@functionofbeauty.com

When you think of workplace safety, what comes to mind? You probably think about working with heavy machinery, wearing PPE when working with chemicals, or even something as simple as a wet floor sign, but do you ever consider your online safety?

One of the most common causes for a data breach is **phishing**.

What is phishing?

Phishing is a type of social engineering that is meant to trick people into willingly giving up personal information or clicking malicious links and / or files, most commonly through email.

How can you tell the difference between a regular email and a phishing email?

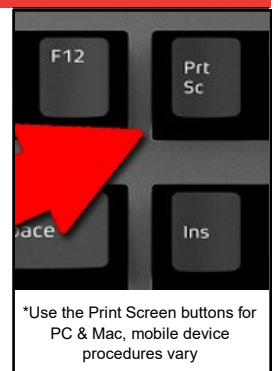
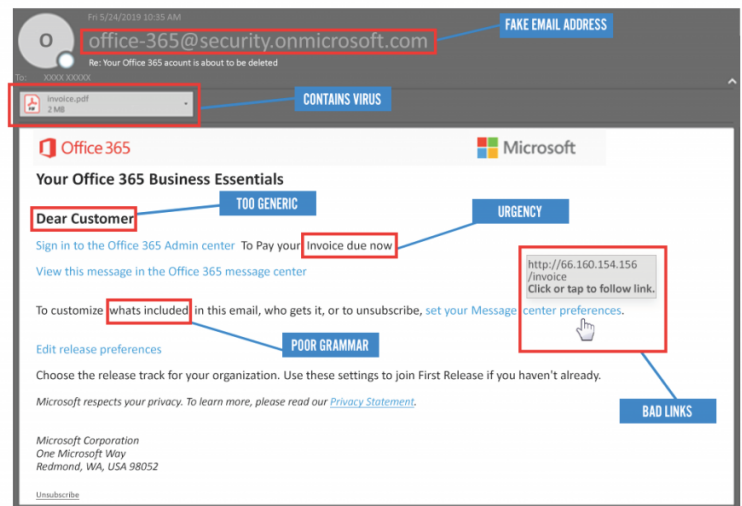
Not all phishing attempts are the same. Some will appear as an email from a trusted company (Amazon, Netflix, etc.) and will mention something about updating your account in an attempt to get information. Other attempts will try to pressure you into doing something by giving you a timeline, saying something along the lines of "Respond within 48 hours or your account will be deleted". Some may even have grammatical errors.

If you suspect that you are the recipient of a phishing email, what should you do?

Most importantly, do not click any links or download any files from these emails. It is always a good idea to check with the sender of the email to verify that what you received is a legitimate email. For example, if you receive an unexpected email from outside of the company regarding the status of your account, it may be a good idea to call the company's customer service department to confirm what the email is saying.

You should also check with your supervisor or IT department if you receive a suspicious email. When passing on the information regarding the email, NEVER forward the email to someone else. Take screenshots* and write a brief description.

Cyber criminals might send an email that looks legitimate, known as a phishing email, but you can take steps to avoid the traps



-Tim Zerbe Housekeeping / Safety Champion FoB 10

timzerbe@functionofbeauty.com



Our Emergency Response Teams needs members across the organization!

If someone gets hurt on your shift, do you know who to call? Who knows what to do?

Emergency Response Team volunteers are needed for all shifts & locations to help ensure that there are employees on site to ensure that someone is close by that is trained in emergency response, CPR techniques, use of an AED, & basic

first aid procedures.

Sometimes an accident may need immediate attention and any delay in getting help, even by only a few moments, may be very costly.

The skills you will learn as part of our Emergency Response Team certainly translate to all aspects of our lives. A high number of those trained in CPR will be in a position to help a family member or friend at some point following training.

Life happens.

The training and education received as a part of our Emergency Response Team will benefit you, your family, your friends, and your colleagues in our Function Family.

Sign up today at <https://www.functionehs.com/safety-committee-ert-sign-up>

Service Anniversaries

- Taylor Ricca: 3 years
- Nolan Brewer: 3 years
- Chiara Butler: 2 years
- Rick Heddens: 4 years
- Harold Jackson III: 1 year
- Paul Oppewal: 2 years
- Brandie Kirkwood: 2 years
- Mike Deski: 1 year
- Zach Schreffler: 1 year
- Adam Taylor: 1 year
- Dan Lamothe: 2 years
- Terry Swartz: 3 years
- Kaitie Hollenbach: year
- John Aurand: 1 year
- David Riegel: 5 years
- Andy Maschuck: 2 years
- Greg Hidlay: 1 year
- Scott Miller: 1 year
- Sean Feerick: 1 year
- Joanne Stine: 5 years
- Thomas Myers: 5 years
- Tammy Myers: 5 years
- Ashley Lister: 3 years
- Ryan Gajkowski: 5 years
- Samantha Perocier: 3 years
- Andrew Karpinski: 3 years
- Matt Gilliland: 2 years
- Mark Pasquinelli: 4 years

Across: 1: "work is ___" 2: "___ calm in an emergency" 3: "Stay ___" 4: "___ on Thursday" 5: "___ for the camera."

Down: 1: "The ___ is ours" 2: Most popular hair product 3: "Think ___ the box" 4: "___ prevention" 5: "___ frog"

Submitted by: Tim Zerbe

Last Issue's Crossword Answers

Across

- 1—EHS
- 2—Function
- 3—Lift
- 4—Report
- 5—Stretch

Down

- 1—Safe
- 2—Beauty
- 3—Conditioner
- 4—First
- 5—Extinguisher





Thank you
Function Family!



What makes you
happy?

“Every accomplishment starts with the decision to try.” -John F Kennedy

(cont. from pg 2)

- **NEVER** bring a new chemical into the workplace before obtaining the SDS from the manufacturer and ensuring that it is approved for use in our facilities*
- **NEVER** put a mixture of different types waste products in the same place or container.
- Always wear all appropriate and prescribed PPE at all times when handling any chemical.
- Help to ensure that we have an accurate inventory of all chemicals and waste by: overall quantity, number of containers, storage location, and type by following guidance from the Inventory Control team.

Following these basic guidelines helps Function maintain, not only safety, but also maintains one of the company’s core values, environmental responsibility & sustainability.

*Raw ingredients and other materials related to our products have an enhanced approval matrix and this should be followed at all times where applicable.

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

January 3rd @ 3pm

In Person @ FoB 8 & 10

Also available via Google Meet

(Contact your EHS Representatives for more information)

Topic: To Be Announced

Sessions reoccur quarterly

Supervisor’s Corner

A library of Tool Box talk topics and media are available on our website.

Click the link below or go to:

<https://www.functionehs.com/projects-2-1>

If there is a safety topic that you would like to see in a Tool Box talk, please follow the link below and the EHS Department will be happy to help make safety a priority at all your meetings.

<https://www.functionehs.com/contact-8>

Safety Committee Corner

Safety Committee Meeting

Dates

Michigan

Tuesday, October 26th

Main North Conference Room

Pennsylvania

Tuesday, October 19th

FoB 10, Location TBD based on activity



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