

# Intel EHS Minimum Performance Requirements for Field Service Personnel

## 1.0 PURPOSE

- 1.1 Intel is committed to an Incident / Injury Free Environment with No Adverse Environmental Impacts (hereinafter collectively referred to as “Injury Free”). In support of this objective, this document identifies the Environmental, Health and Safety (EHS) Performance Requirements that apply to all Intel Equipment Suppliers worldwide
- 1.2 This document shall help ensure all capital equipment services are managed using documented, consistent EHS standards resulting in improved overall EHS performance.

## 2.0 PROCEDURAL REQUIREMENTS

- 2.1 Policies and Procedures Compliance
  - 2.1.1 All suppliers must have documented guidelines, procedures, and policies that meet or exceed all Intel EHS requirements.
  - 2.1.2 Intel will provide EHS policies and procedures on request, or as part of a site specific Intel New Supplier/Contractor Orientation.
- 2.2 Supplier Service Technician EHS Program Evaluation
  - 2.2.1 All Supplier companies must complete the Intel Field Service Engineer EHS Program Evaluation, which involves the completion of a questionnaire submitted to Intel EHS.
  - 2.2.2 Where EHS program review identifies deficiencies, a written corrective action plan must be developed (by the Supplier) and submitted for review by Intel EHS, SSP Coordinator, and the Intel WMO Commodity Manager and/or its designee.
- 2.3 EHS Readiness
  - 2.3.1 Prior to the commencement of any Intel supplier scope of work, Intel reserves the right to conduct an EHS Readiness Review to ensure that all supplier EHS programs and elements *are in place and functioning*.
  - 2.3.2 Deficiencies found and documented during this EHS Readiness Review must be rectified (or an acceptable plan in place) prior to the commencement of work.
- 2.4 EHS Indicator Management
  - 2.4.1 Unless otherwise negotiated with an Intel Sponsor, the supplier shall provide the personnel necessary to access, input data, and manage the Intel-owned centralized database, which includes:
    - 2.4.1.1 Work-related Injury and Illness information
    - 2.4.1.2 Contractor Headcount and Person Hour Reporting.
  - 2.4.2 Intel is responsible for establishing and/or providing the access to the Intel-owned EHS centralized database

- 2.4.3 Intel will provide access to training for those who will be users of the Intel-owned centralized database.
- 2.4.4 The supplier must provide the EHS Indicator Information by the following timeline:
  - 2.4.4.1 Work-related Injury and Illness Information
    - 2.4.4.1.1 Intel sponsors must be notified of an Injury/Illness within 24 hours of the incident.
    - 2.4.4.1.2 Injury/Illness details (including root cause and corrective action) must be entered into the Intel-owned centralized database within 5 working days of the incident. The supplier may request an extension if additional time is needed to gather the full details.
    - 2.4.4.1.3 Intel sponsors must be notified in writing whenever a previously reported injury/illness case is reclassified (upgraded or downgraded) within 5 working days of awareness.
  - 2.4.4.2 Supplier Person Hour Reporting:
    - 2.4.4.2.1 Supplier hours (including hours for all Subcontractors who perform work on the Site) shall be reported and entered into the database based on an agreed upon schedule (between the supplier and Intel Sponsor), but no later than monthly.
- 2.4.5 The supplier must contact their Intel sponsor to receive instructions on EHS indicators management set-up. To establish an Intel account, please go to <https://supplier.intel.com/seem/>
- 2.5 Worker Orientation
  - 2.5.1 Intel shall provide all site-specific hazard information as required to comply with the Federal Hazard Communication Standard.
  - 2.5.2 Suppliers shall ensure that all Workers complete a New Supplier Orientation (NSO) process coordinated and delivered by the supplier, unless otherwise provided by Intel. Supplier Workers not on an Intel site within the last six (6) months must re-attend the supplier delivered NSO process and any applicable Intel NSO training.
- 2.6 Buddy Program
  - 2.6.1 All Suppliers shall implement a formal “Buddy Program”, which at a minimum shall ensure that supplier’s Workers new to an Intel site (those Workers conducting fieldwork) shall be assigned a knowledgeable Supplier with Intel experience to serve as the buddy during the first 14 calendar days of employment. This will assist the new Worker in a successful integration into the EHS expectations at the Intel site.

- 2.7 Non-English Speaking Workers
  - 2.7.1 The Supplier shall ensure that non-English speaking Workers have the ability to understand formal EHS information, orientation and training information, hazard warning signage and labeling, and audible public address announcements and evacuations. This includes the responsibility to translate and/or interpret this information to Workers.
- 2.8 EHS Training
  - 2.8.1 The Supplier shall have an EHS Training program which meets the requirements outlined in the latest version of SEMI S19 – Safety Guideline for Training of Semiconductor Manufacturing Equipment Installation, Maintenance and Service Personnel.
  - 2.8.2 Prior to commencing work, Supplier shall ensure that all hazard specific EHS training requirements are documented by job classification as part of their Supplier EHS Program. Supplier shall use the SSP EHS Training Requirement Checklist (attached) to document that the training, precautions and procedures have been reviewed with and understood by the Supplier’s Workers performing work on Intel property.
  - 2.8.3 All applicable Federal, State, SEMI S19, local and/or site required EHS training (if applicable) shall be provided by the Supplier and delivered prior to an Worker performing that type of work on site.
  - 2.8.4 Upon written request, Supplier shall provide the curriculum and written verification of the aforementioned training.
  - 2.8.5 Intel and/or its designee reserves the right to audit training records and field competencies at any time.
  - 2.8.6 Supplier is required to have training records available onsite for all of its Workers.
  - 2.8.7 Supplier shall ensure that all Intel provided EHS information is translated for the supplier’s non-English speaking personnel.
  - 2.8.8 *Note: An EHS representative and/or the SSP Coordinator may exempt a supplier performing short-term work or periodic work from the supplier NSO process or Intel NSO training; however, such supplier must be escorted by authorized personnel while on an Intel site.* In addition to the Supplier delivered orientation process, Intel may provide a project or site-specific orientation.
- 2.9 Task Planning
  - 2.9.1 Pre-task planning is required prior to commencing any installation and/or unplanned work (i.e. non-standard work which is not documented on a specification/procedure or checklist) and shall, at a minimum, consist of the following:
    - 2.9.1.1 Pre-task planning is to be led by a supervisor and documented in writing as applicable.

- 2.9.1.2 All FSE's (Field Service Engineer) participate (at the job location) in pre-task planning sessions and shall sign the completed form.
- 2.9.1.3 Pre-task plan shall be readily available at the work site (posted and/or placed where Workers have knowledge of its location at the work area).
- 2.9.1.4 Pre-Task Plans shall be developed at least daily and reviewed and revised whenever work conditions (or Workers) change that may affect the ability to safely complete the work.
- 2.10 EHS Staffing Requirements and Expectations
  - 2.10.1 Prior to commencing work, the Supplier shall submit to Intel a complete EHS staffing plan for review by Intel management. It shall include, at a minimum, at least one site supervisor responsible for EHS at each Intel location.
- 2.11 Incident Reporting & Investigation
  - 2.11.1 Supplier will ensure that all environmental releases, business interruptions, or serious incidents requiring off-site emergency services or hospitalization are reported to Intel EHS (or a designee) within one hour, or as otherwise defined in writing.
  - 2.11.2 Supplier will ensure that all injuries are reported to Intel EHS (or a designee) within 24 hours, or as otherwise defined in writing.
  - 2.11.3 All incidents shall be investigated by a Supplier representative with the skills and experience in incident investigation methods, and the Supplier shall:
    - 2.11.3.1 Identify all incident causal factors (root and contributing causes).
    - 2.11.3.2 Identify and document all corrective actions.
    - 2.11.3.3 Document closure of all defined corrective actions.
  - 2.11.4 The incident investigation program must also include the following:
    - 2.11.4.1 All incidents must be presented for review at an Intel defined forum by the supplier's on-site manager, or representative.
- 2.12 *Note: Intel may utilize Supplier's incident reports (minus personal information), as the basis for completing Intel required incident communication systems. In addition, Supplier shall, at Intel's option, allow Intel or its designee to participate in any Supplier investigation of an incident occurring at an Intel site.*
- 2.13 Audits and Inspections
  - 2.13.1 At a minimum, Supplier shall implement the following core audit inspection programs:
    - 2.13.1.1 Management Area EHS Audits (e.g. SMBWA etc.):

- 2.13.1.1.1 Supplier management will participate in management EHS audits, which include
      - 2.13.1.1.1.1 EHS performance reviews conducted by all supervisors (non-EHS) a minimum of
        - 2.13.1.1.1.2 once (1) per week
    - 2.13.1.2 Supplier shall conduct an annual compliance audits to ensure core compliance with all applicable laws and defined Intel EHS performance requirements, as outlined in this document.
      - 2.13.1.2.1 A written report of the audit(s), including conformance and non-conformance items and follow-up/closure provided to Intel.
- 2.14 Disciplinary Action Plan
  - 2.14.1 Supplier must develop a progressive disciplinary action plan for violating known EHS requirements. Such plan shall be available upon request.
  - 2.14.2 Zero tolerance items (those which are grounds for removal) must be predefined and communicated by the Supplier.. At a minimum, zero tolerance items shall include, but are not limited to, willful violations of fatality prevention programs (e.g., Fall Protection, Control of Hazardous Energies (lockout/tagout), Energized Electrical Work (EEW), Confined Space Entry).
- 2.15 Case Management Program
  - 2.15.1 Supplier shall have a written “Case Management and Return-To-Work” plan.
  - 2.15.2 The “Return-To-Work” element of the plan shall be designed to return Supplier’s Workers safely and efficiently back to their positions following an occupational and/or non-occupational injury or illness.
  - 2.15.3 The Case Management element of the plan shall ensure:
    - 2.15.3.1 All Workers report on-site injuries/illnesses to the site Occupational Health Nurse.
    - 2.15.3.2 Accompaniment/Escort to clinic/doctor.
    - 2.15.3.3 Physician/Clinic follow up post visit.
    - 2.15.3.4 Restricted work coordination with the aforementioned “Return To Work” plan.
    - 2.15.3.5 Investigation and follow up for potentially unsubstantiated claims and injuries.
- 2.16 Over-time policy
  - 2.16.1 Supplier shall be responsible to ensure that their Workers and subcontractors do not work in excess of 60 hours per workweek and 12 hours per day. Any deviations of this plan must be in writing and approved by the Intel Sponsor.