

Corporate Services (CS) Supplier EHS Performance Requirements

Rev. 3

Content Owner: Lew Scarpace/ Ali Afghan



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Supplier Environmental, Health and Safety Performance Requirements

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Revision 3.0 (Revised 06/21/13) Final

1. OBJECTIVES

- 1.1 Intel Corporate Services (CS) is committed to completing our programs Injury Free and with no adverse environmental impacts. In support of this objective, this document identifies the CS Supplier Environmental, Health and Safety (EHS) Performance Requirements that apply to all Intel CS Suppliers.
- 1.2 By standardizing expectations, bid requirements, and overall safety practices and performance requirements, all Suppliers shall be positioned on a level field to bid and work on all Intel CS Sites.

2. SCOPE

- 2.1 Applicability
 - 2.1.1 For purposes of these EHS performance requirements, the term "Service Contractor" and "Supplier" shall be referred to as an independent contractor or Supplier and will be solely responsible for determining the means and methods for performing the required Services on or at Intel sites.
 - 2.1.2 Supplier agrees to comply with all applicable local, state, national environmental, health and safety statutes, regulations, rules, ordinances, codes, policies, and procedures, of the jurisdiction where Supplier performs work for Intel. EHS Laws include, but are not limited to, laws, regulations, rules, ordinances, codes, policies, procedures, and other standards addressing air quality, water quality, hazardous and solid wastes, toxic substances, worker health and safety, and hazardous materials transportation. EHS Laws also includes local fire and building laws, regulations, rules, ordinances, codes, policies, procedures, and other standards.
 - 2.1.3 Supplier agrees that compliance with, or a waiver or amendment of, any one or more of the performance requirements of this Addendum shall not relieve Supplier from its responsibility to comply with all applicable EHS Laws or any other performance requirements of this Addendum, or from any liability that may result from Supplier's or Supplier's employees actions, or from failure to act, in accordance with applicable EHS Laws and performance requirements of this Addendum.

3. PROCESS

- 3.1 Each CS Region, site, or campus can, at its discretion, identify site-specific differences and attach to the CS Supplier EHS Performance Requirements as a formal addendum. When completed the site addendum (if applicable) and the CS Supplier EHS Performance Requirements document will constitute the contractual EHS performance document.

4. PERFORMANCE REQUIREMENTS

- 4.1 Supplier Pre-Qualification
 - 4.1.1 Suppliers must ensure all subcontractor companies (including multi-tier subcontractors) have above average EHS performance, which equates to:
 - 4.3.1.1 EMR ratings of 1.0 or lower for last three years.
 - 4.3.1.2 Lagging Indicators:
 - 4.3.1.2.1 Recordable Rate \leq 5.0
 - 4.3.1.2.2 Lost Day Case Rate \leq 1.0
 - 4.3.1.2.3 Zero (0) Fatalities in last 12 months (including subcontractors regardless of tier)
 - 4.1.2 Where business conditions dictate accepting a subcontractor who does not meet the above expectations, a written corrective action plan must be negotiated with the Supplier and reviewed and agreed to by the Intel Sponsor and/or its designee.
 - 4.1.3 If a subcontractor is disallowed for work at Intel due to a failure to meet the above-defined criteria, the hiring Supplier shall notify Intel in writing for documentation in that Supplier's Intel record.

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- 4.2 Supplier EHS Plan
 - 4.2.1 Supplier shall have a documented safety program that is available for review. The documentation shall demonstrate that the safety program is being followed.
 - 4.2.1.1 Each Supplier EHS Plan must include the performance requirements for all subcontractors, regardless of tier.
 - 4.2.2 Supplier shall make their EHS Safety plan available to Intel EHS or a designee prior to the commencing of services for review and acceptance.
 - 4.2.3 Supplier agrees that review, or recommended amendments by Intel to Supplier's EHS Plan shall not relieve Supplier of any responsibilities (including complying with all applicable EHS Laws), requirements, or liabilities accepted by Supplier.

- 4.3 EHS Information Management
 - 4.3.1 All Suppliers shall ensure the following data is provided at the Intel/Supplier management review meetings:
 - 4.3.1.1 Incident and Injury Information: Near miss and serious injuries/Incidents with root cause and contributing factors.

 - 4.3.1.2 Supplier Headcount and Person Hour Reporting: Supplier (including multi-tier subcontractors) headcount and hours

- 4.4 New Supplier Orientation
 - 4.4.1 Suppliers shall develop and provide all supplier employees new to the site with a New Supplier Orientation (NSO) process (culminating in employee receiving necessary access).
 - 4.4.1.1 Intel shall provide all hazard information as required to comply with the U.S. Occupational Safety and Health Administration (OSHA) Hazard Communication Standard or similar standard.
 - 4.4.2 All Suppliers shall ensure personnel attend the defined New Supplier Orientation (NSO) and shall prohibit site access or work prior to completion of the NSO.
 - 4.4.3 Supplier's employees who have worked at Intel sites previously and are returning to the same Intel site with in less than eleven (11) months of their departure do not have to attend the NSO if they are reoriented by their supervisor for the new site logistics and the new job hazards. The reorientation by the supervisor shall be documented, signed by the returning employee and the supervisor and kept in the employees file. See section 4.9.5.

- 4.5 EHS Training
 - 4.5.1 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 Plan (see section 4.2). Specific training requirements required by Intel will be articulated in the attached addendum (if applicable) or found in the Scope of Work.
 - 4.5.2 All required EHS training (if applicable) shall be provided by the Supplier and delivered prior to an employee performing that type of work on site. Required EHS training shall include training on all applicable EHS Laws. In the U.S., this shall include applicable OSHA, U.S. Environmental Protection Agency (EPA), State, local, and site EHS requirements.
 - 4.5.3 Suppliers shall provide the curriculum and written verification of the aforementioned training upon request in writing from Intel.
 - 4.5.4 Intel and/or its designee reserve the right to audit training records and field competencies at any time.
 - 4.5.5 Suppliers are required to have written training records available upon request for all Supplier employees and subcontractors.

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- 4.6 Job Hazard Analysis
 - 4.6.1 Job Hazard Analysis (JHA) - Supplier shall submit to Intel an implementation plan for conducting JHA's for all activities mutually identified by the EHS team prior to the commencement of contractual services. The JHA process, at a minimum, shall consist of the following:
 - 4.6.1.1 JHA is to be developed by the Supplier.
 - 4.6.1.2 JHA is to be reviewed and agreed to by Intel CS EHS.
 - 4.6.1.3 JHA is to be conducted a minimum of 3 weeks (or as early as contractually feasible) before new services are performed.
 - 4.6.1.4 JHA shall be written and made available to Suppliers and/or subcontractors.
 - 4.6.1.5 Completed JHA's are to be documented and made available to Intel upon request.
- 4.7 Emergency Response
 - 4.7.1 Supplier must become familiar with the site Intel Emergency Response Procedures.
 - 4.7.2 Ensure all personnel are trained in the site's Emergency Response Plan, including at a minimum:
 - 4.7.2.1 Site Emergency phone number.
 - 4.7.2.2 Role of Intel Emergency Response Team (ERT).
 - 4.7.2.3 How to report an emergency.
 - 4.7.2.4 Supplier's obligation in the event of an Intel Emergency Response Team (ERT) activation.
- 4.8 Incident Reporting and Investigation
 - 4.8.1 Supplier will ensure that all near misses and environmental releases are reported to Intel EHS (or a designee) within two hours or as otherwise defined in writing.
 - 4.8.1.1 All Near misses and environmental releases shall be investigated by the Supplier and Supplier shall:
 - 4.8.1.1.1 Identify all incident root cause and contributing factors
 - 4.8.1.1.2 Identify and document all corrective actions
 - 4.8.1.1.3 Document closure of all defined corrective actions
 - 4.8.1.2 The incident investigation program must also include the following:
 - 4.8.1.2.1 All incidents must be presented for review by Intel Project Manager
 - 4.8.1.2.3 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.
- 4.9 Housekeeping
 - 4.9.1 Supplier shall ensure the work area is kept free of housekeeping hazards at all times. Possible hazards presented by material storage, work in progress, etc. shall be appropriately barricaded to prevent potential incident or injury.
 - 4.9.2 If Supplier fails to maintain its work area in a clean/safe condition, Intel reserves the right to facilitate the cleaning of the work area and back charge the Supplier for the associated cleanup cost.
- 4.10 Medical Coverage
 - 4.10.1 Prior to the commencement of work, Supplier shall provide a "Medical Coverage Plan" for review by Intel Sponsor and Intel CS EHS. This plan should identify the methods Supplier has chosen to provide medical support (from first aid through emergency care) in the event it is needed.

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- 4.11 Hazardous Material Use and Approval
 - 4.11.1 Prior to commencement of work, Supplier shall document and submit to Intel in writing all Hazardous Materials with their MSDS required to complete the requested scope of work.
 - 4.11.2 Supplier agrees that no Hazardous Materials shall be brought onto an Intel site without the prior written approval of Intel's EHS department.
 - 4.11.3 Supplier also agrees to not commence work on an Intel site that may *generate* Hazardous Materials or Waste without the prior written approval of Intel's EHS department.
 - 4.11.4 Supplier agrees to limit its inventory of needed Hazardous Materials on site to one week's supply or less, unless specifically authorized in writing by Intel's EHS department.
 - 4.11.5 Supplier will complete a chemical use approval form for all chemicals used on an Intel Campus.
 - 4.11.6 Supplier agrees to follow all EHS laws regarding Hazardous materials.
 - 4.11.7 For purposes of this document, Hazardous Materials include those materials that require a Material Safety Data Sheet or are regulated by EHS laws.

- 4.12 Environmental Protection Programs
 - 4.12.1 Supplier shall comply fully with the applicable campus or site specific environmental performance requirements and all applicable laws.