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| Intel |
| SupplierEnvironmental, Health and SafetyMinimum Performance Requirements |
| Rev. 29/19 |

1. **Purpose:**

Intel is committed to ensuring an Injury Free workplace with no adverse environmental impacts. The EHS Minimum Performance Requirements define the Environmental Health and Safety roles, responsibilities and expectations for Contingent Workers (CWs) working on any Intel controlled campus.

1. **Scope:**

This standard covers Contingent Workers (CWs) (Suppliers, Supplier subs, Facilities maintenance, etc.) working on Intel controlled campuses worldwide with the exception of Construction Contractors. Requirements in this standard apply in all instances unless explicit contract language states otherwise.

1. **Program Requirements**
	1. **Supplier Pre-Qualification**

Suppliers performing work on Intel controlled campuses must complete Construct Secure Pre-Qualification and meet Intel minimum performance criteria prior to commencing work if they perform any one or more of the tasks below:

* Work activity requiring workers to complete lock out/ tag out during servicing and/or maintenance of equipment or machines
* Work activity requiring workers to work on unprotected work surfaces at elevations above 4 feet
* Work activity requiring workers to enter a permit required confined space (as specified by Intel)
* Work activity requiring workers to work on potentially energized circuitry or components above 50 Volts
* Work activity requiring workers to operate mobile elevated work platforms of fork lift trucks on the Intel Campus
* Work activity requiring workers to work with hazardous chemicals, ionizing radiation or using respirators (airline or air purifying).

As part of Construct Secure enrollment Suppliers are required to input details of their safety performance for last 3 years along with a copy of their safety manual.

Construct Secure Intel Minimum Performance Pre-Qualification Criteria are as follows:

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| OSHA Jurisdiction | Non OSHA Jurisdictions |
| * Recordable rate <= 4.0 for last 3 years
* Lost day case rate <= 0.8 for last 3 years
* Zero fatalities in last 12 months
* Experience Modification Rate <=1.0 for past 3 years
 | * Lost day case rate <= 0.8 for last 3 years
* Zero fatalities in last 12 months
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Suppliers must ensure all subcontractor companies, working on their behalf, on an Intel Campus and performing any of the work activities above (including multi-tier subcontractors) meet the Intel Pre-Qualification criteria.

Where the Supplier Sub-Contractor does not meet the minimum requirements, and business conditions dictate accepting them a written correction action plan must be documented by the subcontractor and agreed by the Supplier prior to commencing work.

3.2 **Supplier EHS documentation**

3.2.1 The Supplier shall have documented EHS guidelines, procedures and policies that meet or exceed Intel EHS requirements.

3.2.2 The Supplier shall make their EHS documentation available to Intel EHS, Sponsor or a designee upon request.

**3.3 New Contractor Orientation:**

3.3.1 All Suppliers shall ensure their employees complete New Contractor Orientation (NCO), as designated by the site, prior to commencing any work on an Intel campus.

3.3.2 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.

**3.4 Training**

3.4.1 The Supplier, in alignment with the Sponsor shall ensure regulatory training requirements are defined and documented for the CW scope of work while on an Intel site. The Supplier, in alignment with the Sponsor and Intel EHS, shall ensure Intel site specific training requirements are also identified and courses are completed.

3.4.2 Upon request, the Supplier shall provide proof of training completion to Intel.

3.4.3 If a CW requires the use of respirators or are required to be enrolled in medical evaluation programs for hearing conservation, ionizing radiation, or lead management, the CW shall receive medical services and fit testing from their employer.

3.4.4 Staff Augmentation (SA)

* + SA workers are used to temporarily fill in for, or augment, the performance of functions that are performed by Intel employees.
	+ SA CWs may attend Intel developed, EHS industry regulatory courses and will attend Intel EHS specific courses as defined for the scope of work.

3.4.5 Outsourced and Independent Contractors (OS/IC)

* + OS/IC CWs are employed by a Supplier to perform services contracted to Intel. The Supplier employs individuals to perform the services. Day to day direction is provided by their Supplier.
	+ OS and IC shall not attend Intel developed, EHS industry/regulatory training courses.  All EHS industry regulatory training must be provided to the CW by the Supplier prior to the CW performing the scope of work on an Intel site.  OS and IC will attend Intel specific courses as defined for the scope of work.

**3.5 EHS Staffing Requirements and Expectations**

Prior to commencing work, at a minimum the Supplier shall identify at least one site supervisor responsible for EHS at each Intel location. The Supplier shall notify the Site Sponsor as to who the contact is for all EHS related communication.

**3.6. Incident Reporting and Investigation**

3.6.1 Supplier responsibilities:

* Notify the Sponsor, Site EHS and SSP (Supplier Support Program-if applicable) within 2 hours of any EHS event. An event is any EHS incident, near miss or agency inspection at Intel.
* Coordinate with the Sponsor to ensure event reporting follows the Global EHS Event Management System (GEEMS) Standard
* Notify the Sponsor and SSP (Supplier Support Program-if applicable) within 24 hours of all non-major incidents and near misses.
* Document the incident using a Supplier incident report document
* If the incident is not considered an event that requires entry into the EHS portal, an incident review is still required withing 72 hours of the event
* Complete incident review documentation that includes, at a minimum, Sequence of Events (including timeline), Contributing Factors, Root Cause and Corrective Actions.
* Distribute completed incident review to appropriate parties (e.g. Sponsor, Site EHS, SSP, Module Owner, etc)

**3.7 Disciplinary Procedures**

3.7.1 Supplier must have a disciplinary program for violations of EHS policy up to and including removal from site

3.7.2 The administration of the disciplinary action plan is managed between the Supplier employee and their employer.

3.7.3 Intel reserves the right to permanently restrict individual access to all Intel sites worldwide where willful violations of fatality prevention programs:

* Fall Protection,
* Control of Hazardous Energies (lockout/tag out),
* Energized Electrical Work (EEW),
* Confined Space Entry and
* Inert Gases

**3.8 Chemical Use Evaluation**

3.8.1 For purposes of this document, chemicals include those materials that require a Safety Data Sheet (SDS) and/or are regulated by EHS Laws.

3.8.2 Prior to commencement of work, the Supplier shall document, and submit to Intel Site EHS documentation of the chemicals proposed for use on site and provide Safety Data Sheets (SDS) for all chemicals required to complete the requested scope of work. The following table outlines which systems shall be used to provide documentation to Intel Site EHS. The Supplier shall ensure they are aware of site based chemical use requirements and site chemical review procedures for their specific contracted scope of work and confer with their Sponsor for any questions/concerns.

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| **Scenario** | **Use-Case** | **Industrial Hygiene review** | **Environmental review** | **System of Review & SDS Storage** |
| **Scenario 1:** Chemicals used by Intel employees or used by non-Intel employees but in areas where Intel employees have a high likelihood of exposure | Facilities ops/maintenanceFactory ops/maintenanceFSE maintenanceLab activities | Requiredhttp://www.clipartbest.com/cliparts/jix/Eza/jixEzaqAT.png | Requiredhttp://www.clipartbest.com/cliparts/jix/Eza/jixEzaqAT.png | Intel POR Review & SDS Databasehttp://www.clipartbest.com/cliparts/jix/Eza/jixEzaqAT.png |
| **Scenario 2:** Chemicals used by non-Intel employees at Intel sites where Intel employees have a low likelihood of exposure | Construction activities performed by contractors | Not Required | Requiredhttp://www.clipartbest.com/cliparts/jix/Eza/jixEzaqAT.png | Site based http://www.clipartbest.com/cliparts/jix/Eza/jixEzaqAT.png |
| Aviation maintenance activities performed by contractors | Not Required | Requiredhttp://www.clipartbest.com/cliparts/jix/Eza/jixEzaqAT.png | Site basedhttp://www.clipartbest.com/cliparts/jix/Eza/jixEzaqAT.png |
| Custodial and Kitchen activities performed by contractors | Not Required | Not Required | SDS Upload to POR Database http://www.clipartbest.com/cliparts/jix/Eza/jixEzaqAT.png |
| Landscaping activities performed by contractors (includes pesticides) | Not Required | Not Required | SDS Upload to POR Database http://www.clipartbest.com/cliparts/jix/Eza/jixEzaqAT.png |
| **Scenario 3:** Chemicals used by Intel or non-Intel employees that are out-of-scope for this standard and therefore are not required to be reviewed by Intel EHS | Articles Office supplies | Not Required | Not Required | Not required |

3.8.3 Suppliers shall follow Intel site EHS use restrictions and controls provided during the chemical use evaluation including site specific odor protocol, waste disposal instructions and if applicable PPE requirements.

3.8.4 The Supplier shall ensure none of the following are bought onto the site:

* + - Asbestos or asbestos containing construction materials, including, but not limited to, asbestos containing insulation, ceiling tiles, floor tiles, cement, adhesives and fire prevention materials.
		- Polychlorinated biphenyls (PCBs), including, but not limited to PCB containing transformers, light ballast’s, heat transfer fluids.
		- Class I or Class II ozone depleting substances as defined by 40 CFR § 82, Appendix A and appendix B to Subpart A.

**3.9 Waste Management**

3.9.1 Hazardous, scheduled, universal, or other regulated waste, generated by Suppliers on Intel property, shall be managed as Intel waste.  This is because waste regulations typically apply to the property owner, and waste registration or identification numbers are usually specific to property address.  Check with Site EHS for any site specific requirements.

**3.10 Fire Protection**

3.10.1 Supplier and Supplier employees should be familiar with the requirements of the Intel Fire Protection Standard and site specific programs for management of non-electrical hot work (if applicable to scope of work)

3.10.2Fire-safety is the responsibility of all personnel. Supplier shall report suspected fire hazards to a Supervisor or Sponsor. Any observed fire or smoke shall be immediately reported via the site emergency system.

**3.11 Injury and Medical Attention**

3.11.1 Suppliers are expected to arrange for medical care of minor occupational and personal health issues for their workers; e.g., vendor first aid teams, local urgent care clinic, etc. and should not report to Intel OH clinics for care.

3.11.2 For medical emergencies CWs should follow the standard response of calling the site’s emergency number for ERT assistance. ERT will assess and make a decision whether to call for EMS or transport to OH for assessment as per emergency response protocols.

3.11.3 Follow up is done by Intel for all CW chemical contact or inhalation injuries

**3.13 Personal Protective Equipment**

3.13.1 The Supplier is responsible to evaluate the task(s) to be performed by their employees, identify the potential hazards and decide how best to protect their employees, which may include engineering controls, administrative controls and/or the selection of the required PPE.

3.13.2 Staff Augmentation Contingent Workers (SA)

* + - * If Staff Augmentation CWs use Intel’s PPE equipment, then the Staff Augmentation CW must complete Intel’s required training, and the supplier accepts Intel’s PPE hazard assessment.
			* If the Staff Augmentation CW’s work requires the use respirators, or requires enrollment in medical evaluation programs (e.g. hearing conservation, ionizing radiation, lead management) then the Supplier shall provide this equipment andthese services.
			* If the Staff Augmentation CW supplier company chooses to equip and train its employees with PPE, the PPE equipment and training must be at least equivalent to Intel’s requirements and the supplier company must complete a PPE hazard assessment consistent with regulatory requirements.
			* PPE for general area access including hard hats, safety glasses, ear plugs, and safety toe covers (if required) is provided by Intel, and may be used by Staff Augmentation workers.

3.13.3 Outsourced and Independent Contractor Contingent Workers (OS/IC)

* Outsourced and Independent Contractor CWs will be equipped and trained by their Supplier. The PPE and training shall be at least equivalent to Intel’s PPE specified for the job or area, unless otherwise specifically agreed in writing with Intel.
* If Outsourced and Independent Contractor CWs use Intel's chemical PPE and/or breathing air supply and BAPA units, the OS/IC CW must complete Intel's required training and the Supplier accepts Intel's PPE hazard assessment.
* If the Outsourced and Independent Contractor CW’s work requires the use respirators, or requires enrollment in medical evaluation programs (e.g. hearing conservation, ionizing radiation, lead management) then the Supplier shall provide this equipment and these services.
* PPE for general area access including hard hats, safety glasses, ear plugs, and safety toe covers (if required) is provided by Intel, and may be used by Outsourced Contingent workers.

**3.14 Use of Intel Owned Equipment**

3.14.1 The Supplier is responsible to evaluate the task(s) to be performed by their workforce, identify the equipment required to perform the task and arrange to supply the equipment.

3.14.2 The Supplier, upon agreement with their Sponsor, may utilize Intel owned equipment providing they can demonstrate the Supplier employees have received appropriate training and instruction on the Intel and industry requirements for the operation of the equipment.

**3.15 Performance Monitoring-TBD**

3.15.1 The Supplier shall keep and maintain records of injuries and near misses for their employees and subcontractors working on the Intel campus. The Supplier shall input EHS data into the Intel-designated information system\*

3.15.2 The data will be managed and maintained in compliance with the following requirements:

* All injuries will be classified in accordance with the United States Department of Labor Occupational Health and Safety Administration (OSHA) 29 Code of Federal Regulations 1910.104 Recordkeeping requirements.
* Supplier headcount and hours (including headcount and hours for all subcontractors) shall be recorded each week.

\*Note: 2019 CW plan is to determine the appropriate Intel-designated information system to input Supplier data.

**3.16 Supplier Roles and Responsibilities**

* The Supplier shall ensure they have a single point of contact for EHS concerns and issues. This person may hold other duties.
* The Supplier must register for the Construct Secure program if applicable to their job scope
* Supplier is responsible for full EHS compliance of all their employees, subcontractors and any lower-tier subcontractors they have hired to complete the scope of work.
* It shall be the responsibility of the Supplier to maintain their knowledge of the local, state and federal regulatory requirements and Intel Standards.
* Suppliers shall work with the Intel Sponsor to identify the necessary training required by their employees and subcontractors performing work at the particular Intel site and shall ensure that the training is completed prior to work commencing on site.
* Supplier is responsible for investigations and responses to incidents involving their employees and subcontractors. In addition they are responsible for reporting and investigating such incidents within the defined timelines.
* Supplier must have SDSs on site at chemical use and storage locations, and available for Intel in event of emergency or right to know requests.
* Supplier will be responsible for their chemical evaluation process and submit requested reports to Intel.
* Supplier is responsible for communicating job or task specific risks and hazards to their employees and subcontractors.

**Revision History**

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| Revison Number | Revision Date | Revision Owner | Revision Summary |
| 1 | 5/9/2019 | Jill Schull | Combined Supplier EHS Performance Expectations into one New Document with clarity to Intel EHS expectations |