



RONLER ACRES - RS6 WELCOME PACKET

Name: _____

Mailing address: 3100 NE Shute Rd., Hillsboro, OR 97124 (include your mail stop and cube #)

Shipping address: 3100 NE Shute Rd., Hillsboro, OR 97124 (include your mail stop and cube #)

Safety Guidelines - Corporate Office Safety Guideline (Enclosed for reference including the Oregon Addendum to Corporate Office Safety Guideline

Supplier EHS Guidelines - https://supplier2.intel.com/ehs/RA_contractor.htm

| Contacts | location | Phone number |
|-------------------------------|----------|--|
| Health Services | RA3 | (971) 214-8422, pager : (503) 921-7297 |
| Emergency Security | Site | (503) 613-4444 |
| Projects EHS - Brett Phillips | RS3 | (503) 613-3670 |
| Bldg Czar – Dee Hinton | RS3, RS6 | (971) 563-4050 |
| Skanska – Bill Brenden | RS6 | (503) 613-9038 |
| Planning – Ron Morris | HF3 | (503) 696-8326 |
| JCI – Ron Davis | RS6 | (503) 522-9637 |
| Security – Scott Baylor | RA3 | (503) 613-5918 |
| Action line | | (503) 613-7100 |
| Security non emergency | | (503) 613-3333 |

RS6 Covenants, Codes, and Restrictions

1. RS6 office area use is only for conducting Intel related business on the Ronler Acres site. RS5 is unoccupied and has no access.

Updated 7/31/03



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2. The office location and length of stay for each contractor is to be coordinated through Dee Hinton/Campus Logistics Manager, Bldg. RS3, and (613-0373). Intel requires a minimum notification of 20 business days prior to assigning office space. The following information needs to be submitted for notification:
 - a. Project name and building(s) to be supported
 - b. Intel Project Manager or contract holder who is requesting support
 - c. Trade represented by the contractor using office space
 - d. General contractor represented.
 - e. Size and configuration of space.
 - f. Utility requirements (phone, internet connection, copiers, scanners, servers).
 - g. Name, phone numbers, and email address for primary and secondary contact persons
3. No changes to Intel furniture layout or building utilities may be made by occupants.
4. Moves and adjustments to completed through the standard CS move process. Contact Bill Brenden with Skanska (bill.brenden @skanskausa.com).
5. Contractor supplied furniture shall be labeled "Non-Intel". Intel Corporation will not be responsible for any maintenance of, damage caused by or injury received from Non-Intel supplied furniture.
6. Building occupants are responsible for maintaining all safety egress and ensuring that aisles are kept clear in their assigned areas.
7. Building occupants are responsible for keeping the area surrounding their cubicles clear of construction materials, litter, trash, and scrap materials, etc.
8. Each Trade Contractor will have a sign above office area identifying the company.
9. Parking on West side of RS6 is open for building occupants. Permits are not required at this time, but may be implemented in the future if necessary. Parking at loading dock will be allowed for pick up and deliveries only; violators will be towed [max. 15 minutes]. Parking is not allowed in fire lanes.
10. All Intel work & safety rules apply to office area (Corporate Office Safety Guideline and Oregon Addendum included for review) Personal Protective Equipment is not required in RS6.
11. Intel will not be held liable for any loss or damage to contractor belongings/property. Contractor is responsible for securing Intel and contractor confidential or valuable items.
12. The RS6 facility has designated smoking areas for contractor use. Intel to provide cigarette/ cigar butt receptacles at designated smoking areas. No smoking is allowed out of posted smoking areas.
13. The following are not permit in office areas at any time
 - a. Space heaters.



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- b. Extension cords
- c. Water coolers
- d. Refrigerators
- e. Coffee pots
- f. Personal microwaves

14. Noise levels to be respectful of neighbors, kept to a minimal level.

15. RS6 break room will provide refrigerators, hot and cold vending machines, microwaves, hot and cold water, and dining tables and chairs.

All maintenance to be reported to Intel action line 503-613-7400 or through Intel Store front request for those who have Intel Intranet access <http://storefront.intel.com>.

16. Golf carts shall be parked in marked golf cart parking. No gasoline-powered golf carts will be allowed for RS6 occupants. Parking within 60' of the buildings is prohibited.

17. Contractors will be issued a key to a mailbox for interoffice mail. Keys to USPS boxes are also available upon request. These keys must be returned if the group vacates RS6.

Ronler Acres Campus Guidelines

DO

- Post all signs, memos, and miscellaneous literature on bulletin boards only. Remove all signs in a timely manner. See the RA Campus Bulletin Board Policy
- Dispose of all packing material and trash within 24 hours.
- Label all boxes with the Fluorescent green "IS THIS TRASH?" label and place in the hallway for disposal. Please see your Department Admin for these campus trash labels.
- Use recycle containers whenever possible.
- Place food contaminated paper containers on the food tray return for pulping. This reduces landfill volume to 1/10th that placed in normal trash.



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- Return food service items to the cafeteria or put in the cafeteria carts that are located in each vending room.

DON'T

- Leave items, boxes, packaging, etc. in the hallways.
- Place items above the partitions.
- Clutter offices, copy rooms, and FAX areas. Clutter includes pop cans, printouts, newspapers, unused and broken hardware, etc.
- Leave food service items in hallways or on top of file cabinets.
- Take food or drink into the auditorium or construction areas.
- Smoke within 50 feet of the entrances or in Ronler Acres buildings or courtyards

Security Guidelines

General:

- The RS6 Building is an Intel Building and all Intel Security Policies and Rules apply.
- All individuals are required to display an Intel-issued badge at all times while on site.
- All visitors must be signed in and escorted at all times when inside the building.
- Tailgating through automated access control equipment or providing someone access with your badge are not permitted under any circumstances.
- Individuals are expected to secure business and personal items in a lockbar secured drawer or cabinet when not in use.
- Laptops and PCs are to be secured with cable locks or secured out of site when not in use in a locked (lockbar) drawer or cabinet.

Visitor Access:

- Contractor Visitors are authorized for business purposes only.
- Visitor Sign-In Procedure:



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- 1) Visitor will contact one of the listed Building Admins via phone in entrance vestibule to request access .
- 2) Visitor will be signed-in and granted a Visitor Badge, which only grants access to the RS6 Building.
- 3) Escorts are required to escort their listed Visitor at all times while on site and abide by the Escort *Responsibilities* rules.
- 4) Visitor signs out, and returns access badge to Building Admin or via Drop Box.

Temporary Badges:

- Individuals who need a temporary badge because they have forgotten their badge should contact Intel Security at 613-3333 to be issued a temporary badge.
- Signing in an employee or contractor who has forgotten their badge as a Visitor is NOT permitted.

Deliveries/Large Items:

- Contact one of the listed Building Admins to request access via phone in entrance vestibule.

Reporting Security Incidents:

- Non-emergency Security Incidents should be reported ASAP to the Ronler Acres SCC at 613-3333.

Pets/Animal Guidelines and Procedures

Oregon Site Security/EHS Policy in Regards to Pets/Animals on Intel Property

Establish guidelines for pets/animals on Oregon Intel Campuses in compliance with the Federal Americans with Disabilities Act (ADA) and similar state/county laws, which protect the workplace rights of the disabled.

Policy:

- The Oregon Site prohibits pets/animals onsite within and exterior to all Oregon Intel buildings including lease buildings, parking lots and parking structures
- Pets/Animals may not be left in an unattended vehicle at any time on Intel Property. This protects the safety of the pet/animal as well as safeguards residents and community members should a pet get loose inadvertently.



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- Exceptions to this policy will be made for active service animals necessary to support disabled employees as defined by the ADA.
- Service animals in training is not deemed a security issue and anyone seeking permission to bring a “Service Dog in Training” on Intel Property needs to seek approval from Campus Committee or Campus Management. (Please note- Both the AL and RA Campus Committees have decided that “Service Dogs in Training” are NOT allowed at either campus.)
- Attached below is HR/Legal guidelines in regards to “Service Dogs in Training”.
- The guidance from HR Legal has not been to prohibit Service Dogs in training on our premises. We do of course have a legal obligation to allow trained Service Dogs under the ADA, and any guideline prohibiting dogs in training seems unnecessarily restrictive to us, and we see benefits to allowing this in support of accommodation. Nor does Risk Management feel there’s a particular risk in allowing them onsite.
- So there is no guideline prohibiting trained/training Service Dogs onsite, as long as it is a legitimate, official dog-in-training program with a licensed trainer, not allowed in labs/fabs and other safety or quality-sensitive areas and we hold the trainer responsible for the dog. This should be left to management discretion.
- Procedure:
- Employees requiring service animals shall inform Management, Security and EHS of their need so adequate facilities can be made available to the animal.
- (One must keep in mind that others may be allergic to certain pets/animals and other arrangements may need to be made to ensure that the pet/animal does not interfere with others in an area where the pet/animal will be kept).
- Visitors using service animals shall sign in at a main lobby with security.
- Owners of service pets/animals onsite are required to collect solid wastes and dispose of them in proper receptacles.
- Intel Security/EHS will investigate reports of such violations



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Guideline for fluid release from vehicles

The Oregon Department of Environmental Quality has defined leaking vehicles as the most un-checked source of storm water pollution at industrial sites. Releases of fuel, oil, and other automobile fluids pose a potential significant risk to the water quality in creeks and wetlands. We as employees in Oregon should work together to protect storm water and the wetlands on campus.

Do you know that that ERT works to and mitigate spills from vehicles? ERT responds to employee 2-3 vehicle releases monthly and on average, the cost to Intel per employee vehicle release is \$200-300. ERT works diligently to maintain the water quality at the Intel Campuses.

Leaking vehicles are vehicles that have a non-routine release of fluid or liquid that has accumulated on paved and unpaved surfaces. Releases typically include but are not limited to oils, gas, diesel, transmission fluid and antifreeze.

To control the potential for polluting waterways, the Oregon Site has enacted a guideline to manage vehicles with fluid leaks. The guideline applies to employee or contractor vehicles with leaks. It is the responsibility of the sponsor to inform their vendors or contractors.

The guideline is as follows:

- 1. Upon detection of a visible leak or release and after immediate mitigation the owner/operator of a leaking vehicle will be requested to promptly remove the vehicle from the campus.**
- 2. If the owner/operator cannot be identified or notified, depending on the magnitude of the release, the vehicle will be booted or removed from campus by a licensed towing service. All costs for towing will be incurred by the vehicle owner/operator.**
- 3. Disciplinary action through your manager will be taken if the same vehicle has a recurring release. Owners/operators are advised to make alternate travel arrangements until repairs to the vehicle are complete.**



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Mr. Clean & Safety Audit

"Mr. Clean" is a team of two people sometimes consisting of a Senior Manager and SMS/GSS representative who inspect our buildings once a month to insure that all facilities meet the Intel standards for cleanliness and safety. These inspections are for your benefit to aid in improving working conditions and keeping watch on safety hazards.

Some common safety/clean problems

1. Items stored on floors or above cubicle walls.
2. Posters and hand-written signs taped to walls, windows, doors, and equipment.
3. Papers, books, coats, hats and umbrellas lying on top of bookshelves.
4. Loose cables or cords. Clutter.

Information Posting Guidelines, Solicitation and Distribution

Information Posting (Bulletin Boards/Newsstands/Electronic Mail Bulletin Boards, etc.)

Intel has a number of methods for posting information (bulletin boards /newsstands/ electronic mail, bulletin boards, etc.) located throughout the facilities and on information systems for the purpose of communication with employees. Posting in any of these places is limited to Company-related material including statutory and legal notices, safety, and disciplinary rules. Company policies, memos and announcements of general interest, and other items relating to the Company. All posting require the prior approval of the Intel employee (employee communications) who manages the posting place in question.

Solicitation and Distribution

Solicitation or distribution of literature on Intel premises in any way connected with the sale of any goods or services (e.g. craft fairs) is strictly regulated by the site committees. Solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on the Company's property at any time. The sole exception to the Company's no-



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solicitation rule applies to the Company's annual participation in the United Way Campaign.

Employees may engage in solicitation on Intel premises only during their non-working time and only to other employees during their non working time. Non-working time means during meals, breaks, clothes changing time, and before and after work.

Employees may distribute or circulate literature only during non-working time and only in non-working areas. If employees are not certain whether an area is a working or non working area, they should consult their immediate supervisor for clarification.

Solicitation, Distribution, and
Information Posting Guideline (20.014)
May 1994
Intel Internal Use Only
D.A. Taylor 6/8/94

Open Office Etiquette

- Even though open office landscape workstations have no doors, treat them as if doors exist and do not intrude without an invitation.
- Noise can become a critical problem if you stand up to talk on the phone and if you do not attempt to control the volume of your voice. Please use restraint in talking on the phone.
- No playing boom boxes or radios in cubes without headphones. Even then, you should keep one ear free to hear critical announcements or customers questions.
- Do not call to your neighbor two or three workstations down the aisle. Remember, it is like working in a library.
- Avoid leaning over a partition to talk to your neighbor. Either phone or walk to the entrance of the workstation.



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- Do not allow your work area to become cluttered and messy. Store all items in cabinets and, if you need more storage area, discuss the problem with your manager.
- Be aware of the need to limit wall hangings. Pictures, posters, and other personal items affixed to the partitions will reduce the sound absorbency of the wall and this will, in turn, result in a high noise level.

RA Campus Smoking Policy

Did you know?

- The RA campus has experienced 4 bark dust fires year to date due to smoking in non-designated areas.
- It cost \$\$\$ to respond and handle these fires.
- These fires ARE preventable!

What can you do to help?

- Smoke only on designated areas.
- Coach anyone not smoking in designated areas.

Tips

- Do not smoke from your car to building.
- Do not smoke at building entrances.
- Dispose of cigarette butts in approved disposal bins.

RA Smoking Policy

- Smoking is allowed only in designated smoking shelter areas:



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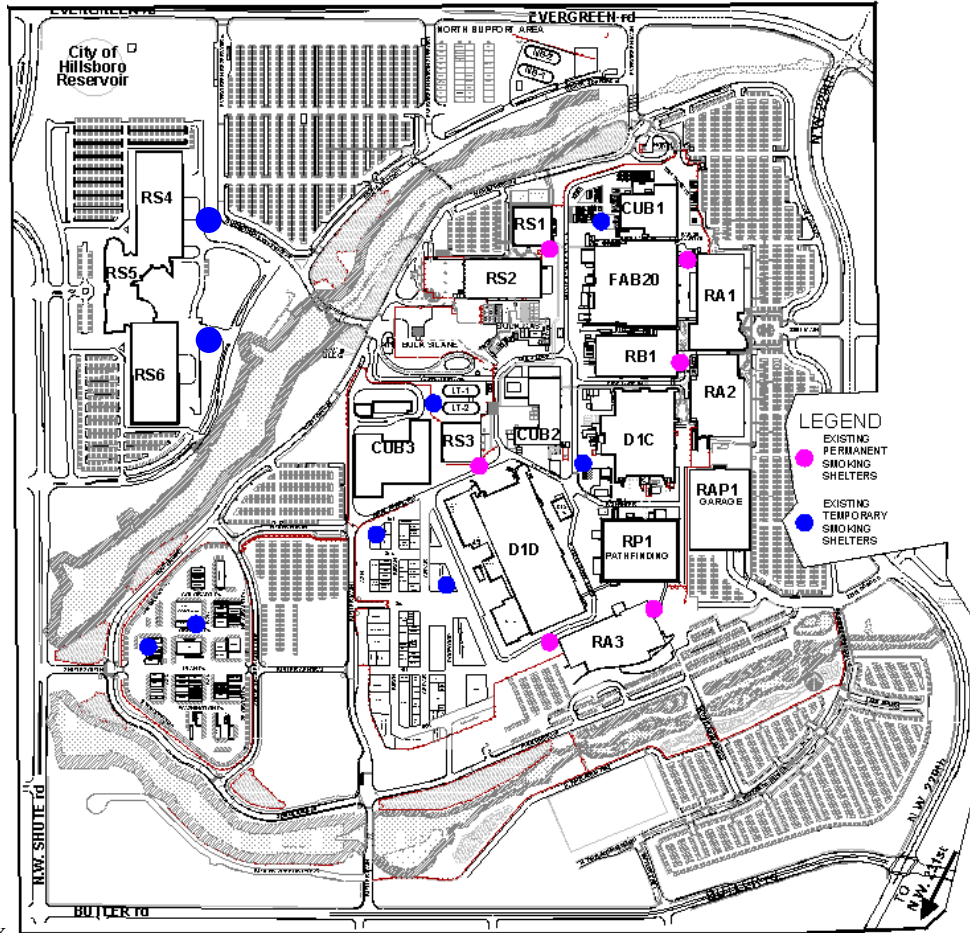
- Outside RS6 on the East side.
- Outside RA1-F20 link near the North Employee Entrance
- Outside the RA2-RB1 line on the North side
- Outside RS1 on the South side
- Outside RS3 on the South side.
- Outside the RA3 to RP1 link
- D1D directly south of the utility level main entrance south side
- Construction smoking areas, only as noted on the map

Smoking is not allowed in any Ronler Acres building, lobby area, courtyard, parking lot, landscaped, or other non-designated areas

- Disposal of cigarettes is allowed only in approved disposal bins located at designated smoking shelters



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X
Michael D Engle
Intel Corporation
OCS EHS Coordinator/OR Site Fire Protection Engineer



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RA Campus Refrigerator Guideline

ATTENTION

Refrigerators will be thoroughly cleaned every Sunday night by our custodial staff. All non-dated items and items older than one day will be discarded, including the container and utensils, without reimbursement.

Please observe these additional guidelines to be considerate to others and prevent the loss of your items.

- Refrigerators are for single day storage of personal food and beverages that will be consumed during that shift.
- All items must be clearly labeled with the current date as well as the name of the owner.
- No open containers or uncovered food.
- No coolers or lunch boxes allowed.
- No oversized bags or pizza boxes allowed.
- No ice trays allowed due to Federal Health Guidelines.
- Do not place soda cans in the freezer.

For issues with refrigerators, please call 3-7400.

Special Decorations and Ornaments

Employees must exercise extreme care when placing decorations and ornaments in the workplace. Improper selection or use of such items may result in employee injuries and/or increased danger from fire. Employees who choose to place decorations in Intel facilities must comply with the following:



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- Use of electrical, including battery operated, ornaments or decorations is not permitted.
- Candles or other open-flame devices are not to be used.
- Decorations or ornaments must not impede or restrict paths of egress.
- Decorations or ornaments must not obstruct visibility of exit signs or of fire extinguishers.
- Fire Codes do not allow placement of decorations, banners, etc. which could generate excessive smoke or flame spread, into exit paths. Before attempting to install such items, contact the RA Fire Safety Engineer - Floyd Cobb, 591-2820

Ronler Acres Traffic Guidelines

Make safety your No. 1 value no matter where you are:

- Always yield to pedestrians.
- Always stop at stop signs.
- Observe posted speed limits.
 - All perimeter roads, unless otherwise marked - 25 mph
 - Paved Parking lots - 15 mph
 - Gravel Parking lots - 5 mph
 - Parking Structure - 5 mph
 - Service yard - 5 mph
- Use your turn signals.
- Don't use parking garages as a pedestrian walkway.
- Do not cut across parking lots
- Cross roads only at designated crosswalks
- Park in striped parking spots only
- Visitor parking limited to 2 hours-Violators will be ticketed



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- No parking along curbs (fire lane access) you will be subject to tow

For a traffic safety violation:

Security will follow up with vehicle/employee match

- The employee and the employee's supervisor will be notified and progressive discipline will be used.
- The first offense for a traffic safety violation will result in contact with the employee and the employees supervisor.
- The second offense may result in progressive discipline.
- Security will be performing extra patrols of the parking lots and marking down all violations seen.
- Speed bumps may be placed at or near stop signs.
- Failing to stop for stop signs, will be considered a safety violation.
- Speeding on campuses will be considered a safety violation.
- Security will be using radar to track speed in parking lots.

Parking Guidelines for Vehicles, Motorcycles, Bicycles, Motor homes, boats and/or trailers, and all other oversized vehicles

- Vehicles, motorcycles and bicycles may not be parked on campus for extended periods i.e. other than when employee is at work, on campus. Special circumstances such as away on Intel business must be coordinated with security.
- A towing notice will be placed on vehicle for 72 hours. Vehicle will be towed and owner will incur all associated costs.
- Bicycles that have been reported as abandoned will have a notice placed on them giving the owner 72 hours to remove the bike. Bicycles will be stored for 30 days once the lock has been cut and then donated.



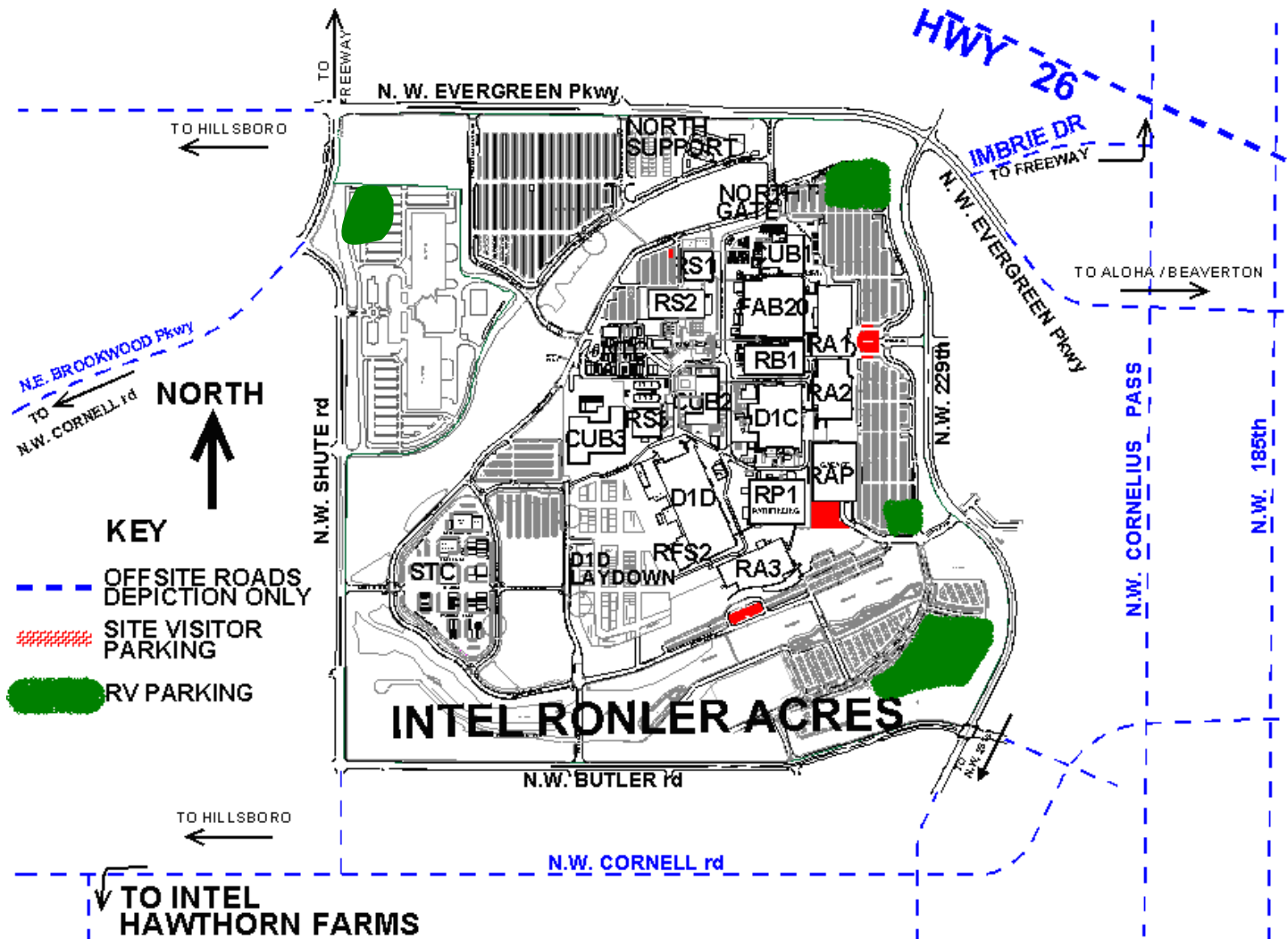
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- All over-sized vehicles, which cannot park completely within the lines and length of a standard parking stall, must park in the least occupied parking areas on campus. For example: RA1-far north; RA2-south, close to the parking garage entrance road; and RA3-across the wetlands in the south parking area (see diagram below).
- “Over-sized” vehicles include: motor homes, boats on trailers, any size trailer, non-standard trucks, truck-sized RV’s, and any other vehicle that does not meet the above criteria for parking.
- Following this guideline will eliminate damage to our landscaping and parking islands, curbs, and other vehicles; plus, will be safer (no accidents) and more courteous for other campus residents.
- Employees who fail to follow this guideline will be ticketed and repeat offenders will be reported to their direct managers.

NOTE: Any vehicle parked in an unsafe manner, or that is obstructing traffic may be towed at the owners’ expense.



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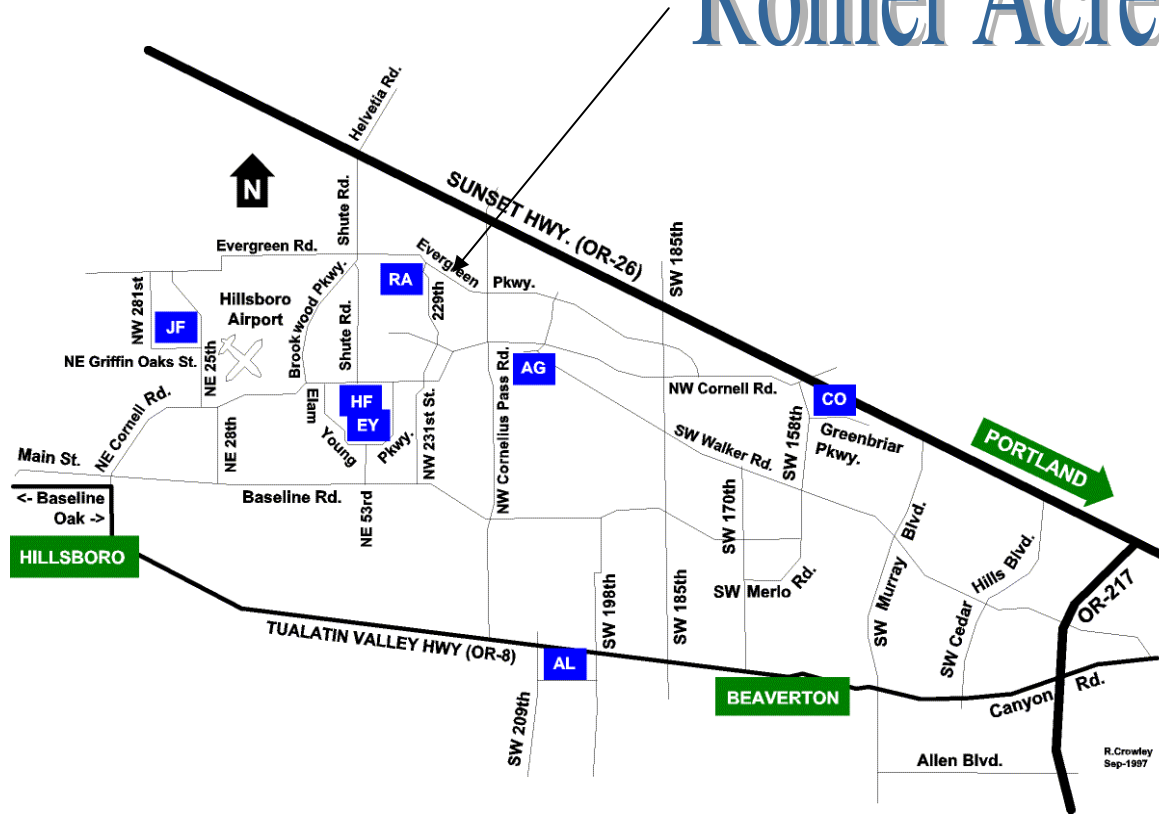


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Site information-

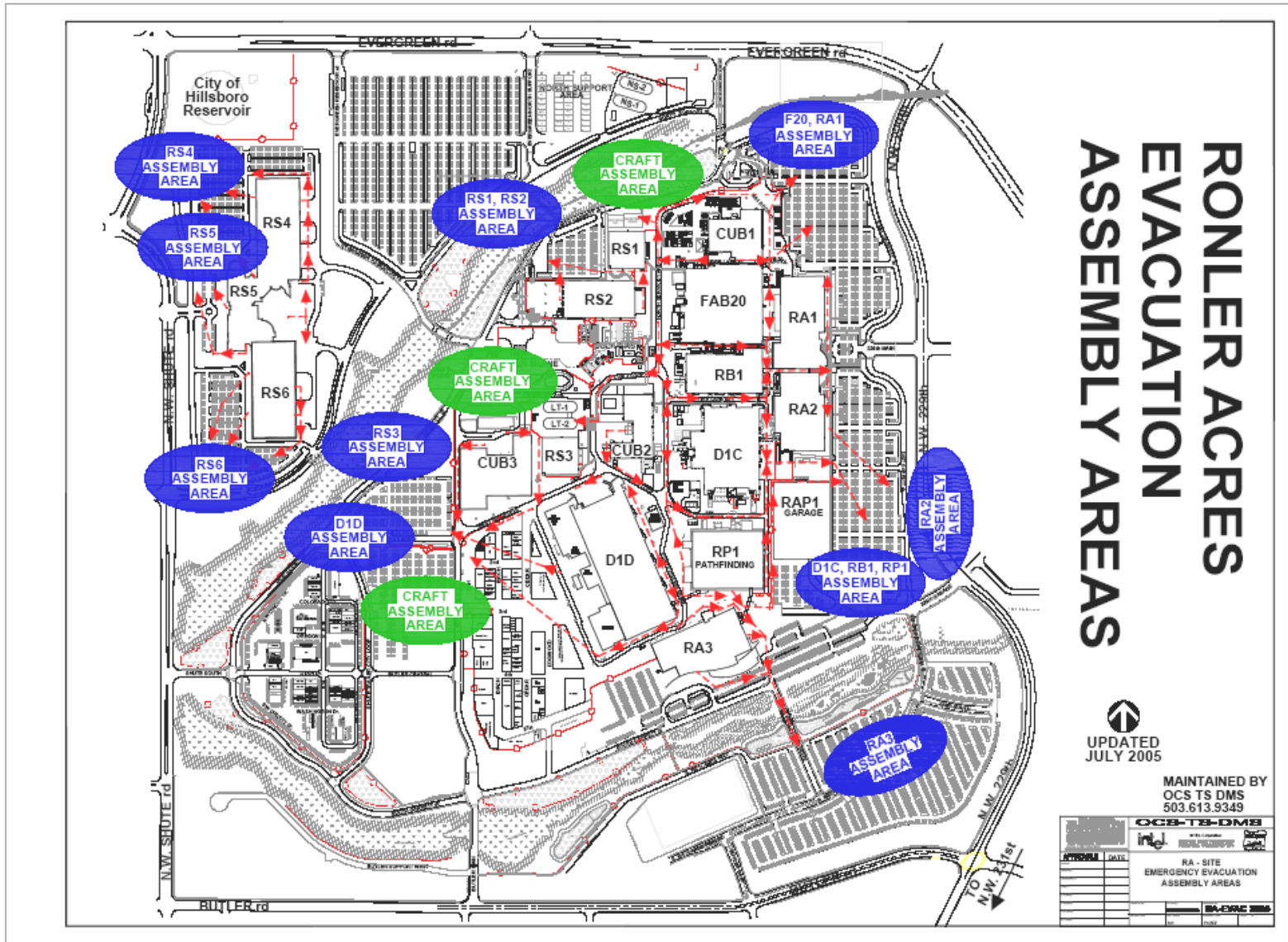
- Maps, Campus & Evacuation -

Ronler Acres





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RONLER ACRES EVACUATION ASSEMBLY AREAS


 UPDATED
 JULY 2005

MAINTAINED BY
 OCS TS DMS
 503.613.9349

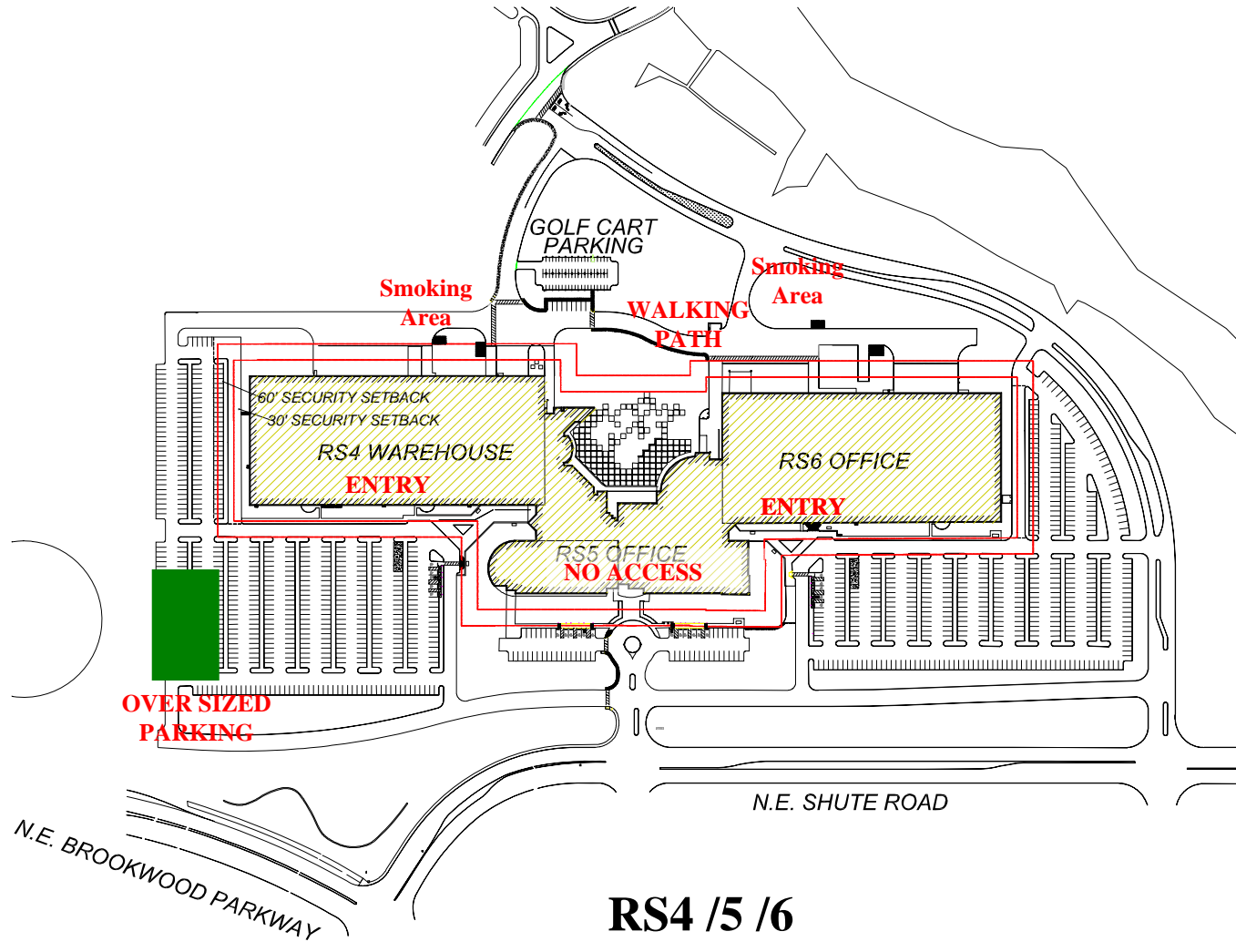
| REVISED | DATE | BY |
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OCS-TS-DMS
 RA - SITE
 EMERGENCY EVACUATION
 ASSEMBLY AREAS
 10/10/05

Updated



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RS4 / 5 / 6



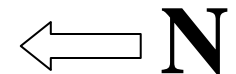
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Conference room telephone numbers

| | |
|--------------------------|--------------------------|
| Room 102 971.214.6102 | Room 108 971.214.1108 |
| Room 103 971.214.6103 | Room 109 971.214.6109 |
| Room 104 971.214.6104 | Room 110 971.214.6110 |
| Room 105 971.214.6105 | Room 111 971.214.6111 |
| Room 106 971.214.6106 | Room 112 971.214.6112 |
| Room 107 971.214.6107 | |

RS6 office and support building layout





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Conference room scheduling

- Conference room are scheduled through your departments admin by accessing the Intel CRS scheduler (<http://crs.intel.com/>).
- Please cancel any meetings that require a conference room so that others can schedule them.



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Corporate Safety Office Safety Guideline



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1. **PURPOSE**

- 1.1 To provide minimum requirements for maintaining a safe and clean office environment that seeks to eliminate injuries, time loss and product damage.

2. **SCOPE**



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- 2.1 This guideline applies to all Intel employees and contractors who work in an office environment that is either Intel owned or leased.

3. ROLES AND RESPONSIBILITIES

3.1 Employee

- 3.1.1 Comply with all requirements of this guideline.
- 3.1.2 Immediately report any injury/incident to your supervisor and Occupational Health Services.
- 3.1.3 Participate in audits of office areas (e.g. SMBWA or Mr. Clean).
- 3.1.4 Eliminate any known safety hazards.
- 3.1.5 Attend Office Ergonomics SAF001569 and Office Safety SAF005583 as directed by your business group.
- 3.1.6 Become involved in office safety initiatives such as safety teams, ERT, and peer coaching.

3.2 Supervisor / Management

- 3.2.1 Maintain a safe workplace for employees.
- 3.2.2 Communicate the office safety requirements to all employees.
- 3.2.3 Ensure that regularly scheduled safety audits are conducted for their department's office areas.
- 3.2.4 Encourage employee participation in office safety initiatives.
- 3.2.5 Role model Intel's safety values.

3.3 Site Environmental Health and Safety Department

- 3.3.1 Communicate office safety guideline to management.
- 3.3.2 Provide site-specific addenda to office safety guidelines.
- 3.3.3 Provide input for revision of office safety guideline.
- 3.3.4 Own, or ensure ownership of site training of Office Ergonomics SAF001569 and Office Safety SAF005583 classes.

3.4 Corporate Environmental Health and Safety Department

- 3.4.1 Communicate office safety guideline to Site EHS departments.
- 3.4.2 Drive continuous improvement in guideline and training every two years or as needed.

3.5 Safety Steering Team

- 3.5.1 Maintain this guideline and associated office safety training.



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3.5.2 Initial implementation of this guideline into business units through regional representation.

4.0 CHANGE CONTROL PROCESS

The Safety Steering Team shall approve proposed revisions to this guideline.

5.0 PROCEDURES / REQUIREMENTS

5.1 General Requirements

- 5.1.1 Employees shall report all work-related injuries and illnesses to their direct supervisor and Occupational Health Services immediately.
- 5.1.2 Do not RUN in any building. Horseplay or other unsafe behavior is not allowed on any Intel premises.
- 5.1.3 Storage on top of equipment and file cabinets is discouraged because of injury potential, housekeeping and blocking of exit signs. Before the placement of any item the employee must evaluate the potential for injury if the object were to fall upon himself or herself or a fellow employee. Items such as small plants and light weight trinkets are acceptable, whereas items such as glass vases, computer monitors or large ceramic planters would not be considered appropriate for placement on file cabinets. Each site will be allowed to make stricter policies so contact your site EHS representative if you have questions about the storage of materials.
- 5.1.4 Be cautious when changing surfaces to avoid slips (i.e. carpet to tile, or mat to concrete).
- 5.1.5 Do not cross red barrier or danger tape or enter areas protected by cones or stanchions.
- 5.1.6 All badge neck straps in use at Intel must have "break-away" capability located above the strap's vertical midpoint.
- 5.1.7 Employees should not play radios, CD's, tapes or wear headphones in their work areas. However, at managers' discretion, headphones or musical devices may be used, so long as such use does not impact safety, work quality or the comfort of other employees.
- 5.1.8 **IF YOU SEE AN UNSAFE CONDITION, FIX IT OR CONTACT SITE SERVICES FOR REPAIR.**
- 5.1.9 If you see a spill, clean it up if you know that it is safe for you to do so. If the spill is unknown or unsafe secure the area and contact security.



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5.2 **Emergency / Evacuation Procedures**

- 5.2.1 To report emergencies call **Security** at your site. Provide them with the following information:
 - 5.2.1.1 Your name/location/phone number
 - 5.2.1.2 Your name/location/phone number
 - 5.2.1.3 Other information as requested by Security
 - 5.2.1.4 Stay on the line until Security obtains all information and terminates the call
- 5.2.2 Know the evacuation routes from your work area and the location of emergency equipment such as emergency eyewashes and fire alarm pull stations and/or emergency red phones. When the evacuation alarm is heard, follow these directions:
 - 5.2.2.1 Immediately proceed to the nearest exit; proceed to your departments assigned or announced assembly area if applicable
 - 5.2.2.2 Do not stop to remove personal protective equipment or to gather personal belongings
 - 5.2.2.3 Do not use elevators
 - 5.2.2.4 Do not leave the Intel premises until given permission to do so by your supervisor
 - 5.2.2.5 Stay out of roadways and thoroughfares to provide access for emergency vehicles
 - 5.2.2.6 Do not re-enter the building or area until the "All Clear" signal is given
 - 5.2.2.7 Do not smoke
 - 5.2.2.8 Follow instructions given by the ERT personnel, failure to do so may result in disciplinary action up to and including termination
 - 5.2.2.9 If it is known that an employee is missing and has not evacuated, notify an ERT member as soon as possible
- 5.2.3 If you have any type of temporary or permanent disability, which would prevent you from safely evacuating from a building or area, notify your supervisor or Occupational Health on the need for special assistance.

5.3 **Fire Safety**

- 5.3.1 All exits must be marked and unobstructed.



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- 5.3.2 Storage on top of equipment and file cabinets is discouraged because of injury potential, housekeeping and blocking of exit signs. Before the placement of any item the employee must evaluate the potential for injury if the object were to fall upon themselves or a fellow employee. Items such as small plants and light weight trinkets are acceptable, whereas items such as glass vases, computer monitors or large ceramic planters would not be considered appropriate for placement on file cabinets. Each site will be allowed to make stricter policies so contact your site EHS representative if you have questions about the storage of materials.
- 5.3.3 Evacuation routes must be up to date and clearly posted.
- 5.3.4 Extinguishers must be placed along normal paths of travel and are to be used by ERT or other trained personnel. A sign must also be placed above the extinguisher in it's designated location and be clearly visible from two or more directions. For further information about safety requirements of fire extinguishers please refer to <http://services.intel.com/ehsfsp/files/20-Series/20-790.doc>.
- 5.3.5 Candles or other open flame devices are not to be used
Note: Exception: On some Intel sites, the use of open-flame, heated chafing dishes supplied by the cafeteria is permitted. Please contact your Site EHS for clarification of your site-specific guideline. Where use is permitted, employees are responsible for extinguishing the chafing dish flames after use. Do not leave these units unattended.
- 5.4 **Smoking**
 - 5.4.1 The individual Site Committee is responsible for establishing a smoking policy for each site. Please contact your Site Committee for further clarification of your site-specific policy.
- 5.5 **Hallways and Aisles**
 - 5.5.1 Planning and or site architect using Fire/Building/local codes determines aisle widths. Do not alter the width or an aisle by placing boxes, plants etc in them without prior approval from your site Planning or EHS department.
 - 5.5.2 Planning and or site architect using Fire/Building/local codes determines aisle widths. Do not alter the width or an aisle by placing boxes, plants etc in them without prior approval from your site Planning or EHS department.
 - 5.5.3 Keep eyes on path while walking.



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- 5.5.4 Look through windows in doors before opening. Open doors slowly and do not push doors open with back or shoulder.
- 5.5.5 Be cautious when turning corners and exiting any room where the door swings into the hallway.
- 5.5.6 Use hallway mirrors to detect oncoming traffic.
- 5.5.7 Stay to the right whenever walking down hallways.
- 5.6 **Stairwells**
 - 5.6.1 Always use the handrails.
 - 5.6.2 Use the right side of the stairs to improve traffic flow.
 - 5.6.3 Never carry objects that prevent you from using the handrail or block your view of the stairs. Use the elevator if necessary.
 - 5.6.4 Do not take more than one step at a time.
 - 5.6.5 Do not stop to talk on the stairwell and cause others to have to release the handrail to get around you.
 - 5.6.6 Do not place or store materials on the stairs at anytime.
 - 5.6.7 Use caution and look through door windows when opening doors leading into stairwells
- 5.7 **Office Equipment and Furniture Moves**
 - 5.7.1 Do not stand or kneel on any office furniture.
 - 5.7.2 Close all desk and file cabinet drawers when not being accessed.
 - 5.7.3 Arrange file cabinets so the weight is evenly distributed. Do not open more than one drawer at a time.
 - 5.7.4 Do not modify or deface office equipment.
 - 5.7.5 Office cubicle entrances must be a minimum of 28 inches wide and materials shall not be stored on the floor, which restricts egress.
 - 5.7.6 Report all broken/damaged furniture by contacting Site Services or action line. Label broken chairs for disposal or repair so that no one else will inadvertently use them.
 - 5.7.7 Only Intel approved moving company personnel are allowed to move, relocate or reconfigure offices. This includes panels, furniture, boxes and PC equipment.
 - 5.7.8 Do not lean back in non-adjustable chairs.



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- 5.7.9 Keep hands free and use armrests to stabilize chair when taking a seat.
- 5.8 **Seismic**
 - 5.8.1 Articles shall not be stored under desk or tables that will prevent the ability to "Duck, cover and hold".
 - 5.8.2 Storage cabinets in aisle ways shall be anchored, according to local seismic requirements, to prevent the accidental blocking of the means of egress.
 - 5.8.3 Upright CPU's must be secured using a CPU stand.
- 5.9 **Chemical Use / Storage**
 - 5.9.1 New chemicals must be approved by Site EHS prior to the chemical being brought on site or purchased.
Note: http://ehs.intel.com/wwehs/ehs_pro/ih_pro/chemical_approval.htm details the chemical approval system within Intel. This system must be used when bringing a new chemical to Intel or changing the "use" of a chemical.
 - 5.9.2 Chemical "use" changes must be approved by Site EHS prior to the change being implemented.
 - 5.9.3 All chemicals must be purchased through Intel's Purchasing department except those that can be obtained through the approved office supply catalog.
 - 5.9.4 Flammable or combustible liquids shall not be stored in the office area. This includes household, commercial or manufacturing products.
Note: Exception: Consumer products purchased from an approved office supply catalog such as dry erase cleaner, white out are allowed in small quantities.
 - 5.9.6 All chemicals must be stored in their original shipping containers.
 - 5.9.7 If a label is missing, contact your Site EHS for appropriate label purchasing information.
 - 5.9.8 Manufacturing chemicals, including samples, shall not be stored in offices.
 - 5.9.9 No equipment components that have chemical residues or by-products may be brought into the office area without Site EHS approval.
 - 5.9.10 Chemical/consumer products shall not be stored in refrigerators intended for food storage.
 - 5.9.11 Helium tanks for filling balloons are not to be brought on site by employees, contact Site EHS for specific protocol if needed.



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5.10 **Electrical Safety**

- 5.10.1 Extension cords shall not be used as a substitute for the fixed wiring in a building.
- 5.10.2 Extension cords shall not be routed through holes in the wall, ceiling or floors, through doorways or windows or through similar openings.
- 5.10.3 Extension cords shall be continuous in length and shall not be spliced nor otherwise repaired.
- 5.10.4 Daisy-chaining (the plugging of two or more power cords in a series) of extension cords are not permitted.
- 5.10.5 Extension cords connected to power strips are not permitted.
- 5.10.6 Power strips must have fusible breaker to be used in the office area.
- 5.10.7 When temporary extension cords are needed they should not be routed across normal paths of travel. In the event a cord must be routed across or through a normal path of travel, means shall be taken to minimize trip hazards, to warn of their existence and to protect the cord from damage by people or equipment.
- 5.10.8 Do not use frayed cords, broken plugs or equipment containing these defects. Remove these items for service and immediately call Site Services for repair.
- 5.10.9 Do not unplug equipment by pulling on the electrical cord; unplug from the outlet.
- 5.10.10 Do not overload plugs.
- 5.10.11 To avoid possible contact, electrical enclosures such as switches, receptacles, junction boxes, etc. must be closed with proper covers, plugs and plates
- 5.10.12 Never interfere with lockout/tag-out tags on equipment or power supplies. For questions, contact the individual listed on the lockout/tag-out tag or site action line.

5.11 **Wire Management**

- 5.11.1 Maintain proper wire/cable management within your work area.
- 5.12.2 Contact Site Services to report wire management problems including trip hazards.

5.12 **Portable Electrical Devices**

- 5.12.1 Portable electric devices and appliances such as microwave ovens, coffee makers, heaters, refrigerators, hot plates, toasters, halogen bulb lamps, fish aquariums, fountains and other such devices are not to be installed or used in cubicle work areas, conference rooms or guard shack.



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Note: Exception: Such devices may be used in trailers, other temporary structures and locations approved in advance by Site Services and Site EHS.

- 5.12.2 Employees may use portable fans with manager approval the fan is UL-listed or CE approved.–
- 5.12.3 Use of heated electrical chafing dishes supplied by the cafeteria is permitted. Do not leave these units unattended.
- 5.13 **Special Decorations and Ornaments**
 - 5.13.1 Use of electrically powered ornaments or decorations is not permitted.
 - 5.13.2 Decorations or ornaments must not impede or restrict means of egress.
 - 5.13.3 Decorations or ornaments must not obstruct visibility of exit signs or fire extinguishers.
 - 5.13.4 Natural Holiday/Christmas trees are not permitted inside Intel facilities.
Note: Exceptions: Must have prior approval from Site EHS and Site Fire Safety Engineer.
 - 5.13.5 Artificial Holiday/Christmas trees shall be labeled or otherwise identified or certified by the manufacturer as being “flame-retardant” or “flame-resistive”.
 - 5.13.6 Site Services must approve and hang all signs/objects from the ceilings.
- 5.14 **Ergonomics / Body Mechanics**
 - 5.14.1 Contact your Site EHS department to determine the Office Ergonomics Evaluation process for your site.
 - 5.14.2 Intel has a computer glasses assistance program for employees who wear bifocal or trifocal glasses. Please contact your supervisor or site Occupational Health Services for further information.
 - 5.14.3 Do not lift beyond your capabilities. In general, anyone lifting items should seek assistance if he/she does not feel able to lift the item in a safe manner. Contact your Site EHS department for further evaluation.
 - 5.14.4 Utilize carts to move heavy or awkward items.
 - 5.14.5 It is recommended that an employee take 2-3 minutes each hour to stand up and stretch
- 5.15 **Indoor Air Quality**
 - 5.15.1 Any concerns regarding indoor air quality should be reported to Occupational Health Services immediately.
- 5.16 **Training**



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- 5.16.1 Office ergonomics SAF001569 is recommended to be taken by all employees who work in an office area within three months of hire date or transfer to office area.
- 5.16.2 Office Safety Class SAF005583 is recommended to be taken by all employees who work in an office area within three months of hire date or transfer to office area.
- 5.17 **Travel Safety**
 - 5.17.1 Please refer to <http://travel.intel.com/> for up to date information on travel safety through Intel Travel.
- 5.18 **Traffic Safety**
 - 5.18.1 Observe all posted speed limits and stop signs.
 - 5.18.2 Always yield to pedestrian traffic.
 - 5.18.3 Park in designated areas only.
 - 5.18.4 Engage parking brake to prevent rolling of vehicle.
 - 5.18.5 If parking on grade, turn the downside of the wheels towards the curb.
- 5.19 **Telecommuting**

Please refer to <http://ease.intel.com/ease/easemain.asp?sortOrder=1&LinkID=3529> or <http://ease.intel.com/ease/easemain.asp?LinkID=2731> for the most recent telecommuting guidelines.



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Oregon Addendum to the Corporate Office Safety Guideline

Owner: James Mueller
Last Edited 5/26/05



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1.0 **Purpose**

1.1 This guideline is to provide Oregon specific office safety guidance to be used in conjunction with the Corporate Office Safety Guideline.

1.2 This Guideline provides supplemental information to the Corporate Guideline. Any information in this guideline is either supplemental or a site specific interpretation/clarification of the [Corporate Safety - Office Safety Guideline](#).

2.0 **Scope**

2.1 This guideline applies to all Intel employees and contractors who work in an office environment at an Oregon site that is either Intel owned or leased.

3.0 **Roles and Responsibilities**

Ref. the corp. guideline

4.0 **Change Control Process**

4.1 Contact the EHS coordinator for the applicable facility to propose changes

5.0 **PROCEDURES / REQUIREMENTS**

5.1 **General Requirements**

5.1.1 Items weighing more than 8 ounces or ½ pound are not permitted on top of storage cabinets, DTO's, overhead storage, etc.



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5.1.2 Any change to the overhead lighting must be approved by your manager and everyone in your group or all personnel affected by the lighting change. This includes dimming or Mylar placements (Mylar panels are expensed to business groups.)

5.2 **Emergency / Evacuation Procedures**

No additions or clarifications to the Corp. Guideline are in effect in Oregon

5.3 **Fire Safety**

5.3.1 Items weighing more than 8 ounces or ½ pound are not permitted on top of storage cabinets, DTO's overhead storage, etc.

5.4 **Smoking**

No additions or clarifications to the Corp. Guideline are in effect in Oregon

5.5 **Hallways and Aisles**

The Intel standard for a cubical entrance is 36". The absolute minimum code required entrance width is 28". Do not place file cabinets, garbage cans, makeshift doors, chairs, or other furniture at the entrance to enhance privacy or reduce this egress requirement.

5.6 **Stairwells**

No additions or clarifications to the Corp. Guideline are in effect in Oregon

5.7 **Office Equipment and Furniture Moves**

- 5.7.1 **Weight limits:** Steelcase Furniture has documented weight limits for their furniture components to ensure the user's safety. Earthquake guidelines also limit weight of items placed on overhead furniture.
- Overhead Flippers – do not exceed 72 lbs.
 - Hanging pedestals - do not exceed 53 lbs. per ped.
 - Hanging desktop surfaces at any height - do not exceed 180 lbs. (based on a 30x30 surface)
 - Surfaces are workspaces so do not use as a chair for sitting or stand on the surface.
 - File cabinets. – do not exceed 92 lbs per drawer. Also remember to place heavier items in the bottom drawers and make sure to load bottom drawers before upper drawers to prevent tipping.



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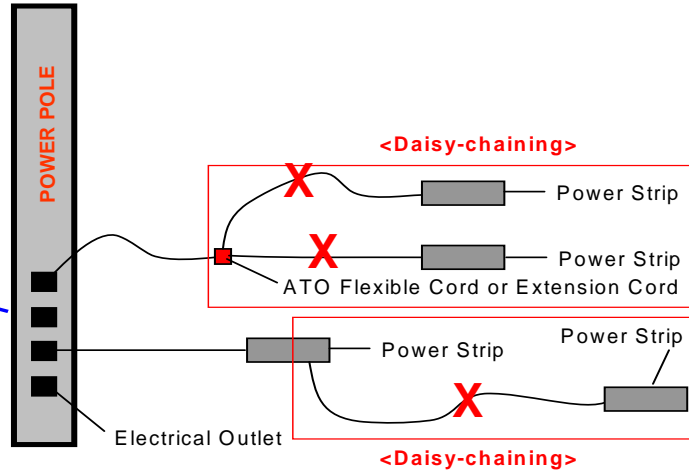
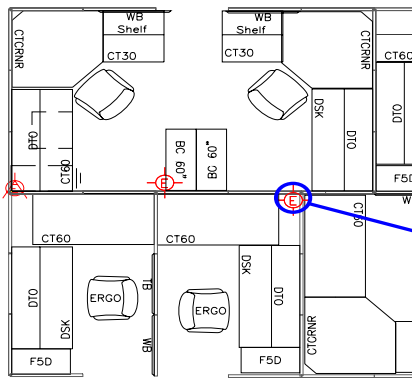
- 5.7.2 Requests for windowed panels or special furniture arrangements to alleviate health issues must be approved by the Nurse. If you have a health issue you feel would be relieved by a furniture change, you must contact Health Services and receive approval prior to requesting a furniture change. The Nurse will guide you to the appropriate resource for your particular issue.
- 5.8 Seismic**
- 5.8.1 Refer to Seismic Guideline [Seismic Guideline for Office and Lab Areas](#)
- 5.9 Chemical Use / Storage**
- No additions or clarifications to the Corp. Guideline are in effect in Oregon
- 5.10 Electrical Safety**
- 5.10.1** On a temporary or interim basis with permission from EHS, CS, and Planning, while permanent changes are being put in place- ATO cords may be connected to power cords on the HF Campus with built in circuit breakers in the Office Area under the following conditions:
- a. Where the cost of immediately changing out the ATO cords is temporarily cost prohibitive and supply power can be delivered only through the use of ATO cords connected to power cords with built in circuit breakers.
 - b. While permanent power distribution changes are under construction and supply power can only be delivered through use of ATO cords and power cords with built in circuit breakers.



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Examples of Daisy Chaining:

Office Layout





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5.11 **Wire Management**

No additions or clarifications to the Corp. Guideline are in effect in Oregon

5.12 **Portable Electrical Devices**

No additions or clarifications to the Corp. Guideline are in effect in Oregon

5.13 **Special Decorations and Ornaments**

No additions or clarifications to the Corp. Guideline are in effect in Oregon

5.14 **Ergonomics / Body Mechanics**

5.14.1 Refer to Ergonomics Guideline at URL:

http://ehs.intel.com/or/ergo/ergo_main.htm

5.14.2 Requests for surface height adjustments other than your standard height must be approved by EHS prior to submitting an adjustment request.

5.15 **Indoor Air Quality**

No additions or clarifications to the Corp. Guideline are in effect in Oregon

5.16 **Training**

5.16.1 Office Ergonomics and Office Safety are required to be taken within three months of hire date or transfer to an office area

5.17 **Travel Safety**

No additions or clarifications to the Corp. Guideline are in effect in Oregon

5.18 **Traffic Safety**

No additions or clarifications to the Corp. Guideline are in effect in Oregon

5.19 **Telecommuting**

No additions or clarifications to the Corp. Guideline are in effect in Oregon



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