

Welcome to Intel Shannon



Welcome to Intel Shannon



Dromore House

Brookvale Plaza

Site Operations Team



Pat Collins
Site Operations Manager



Liz Smith
Reception /Admin



Marian O'Connell
H&S, Facilities



Geraldine Reddan
Finance / Reception

Site Operations Induction

**Building Access and Security
Evacuation Training
Emergency Signs
First Aid
Pregnant Worker and New Mothers
Ergonomics
Procedure on Travel
Procedure on CPC
Site Services and Facilities
Club Intel
Intranet
Reception
Q&A**

Building Access and Security

Security

Identification

Badges (blue or green) should be worn above the waist for easy identification

Access to Dromore House SIE-1

- **Fob required at ground floor main door & car park barrier (24/7)**
- **Intel ID badge required to enter both 1st & 2nd floor (24/7)**
- **To exit the building after 5.30pm (main door at ground floor) press & hold white switch to the left hand side of the door to the left of the revolving door**
- **Emergency numbers posted on notice boards around the Intel floor.**

Access to Brookvale Plaza

- **Intel ID badge required at the following doors 24/7**
 - Ground Floor Entrance
 - First Floor
 - Main Office Door (inside reception)
- **To exit the building (main door at ground floor) press & hold white switch to the left hand side of the door.**
- **Emergency numbers posted on notice boards around the Intel floor.**

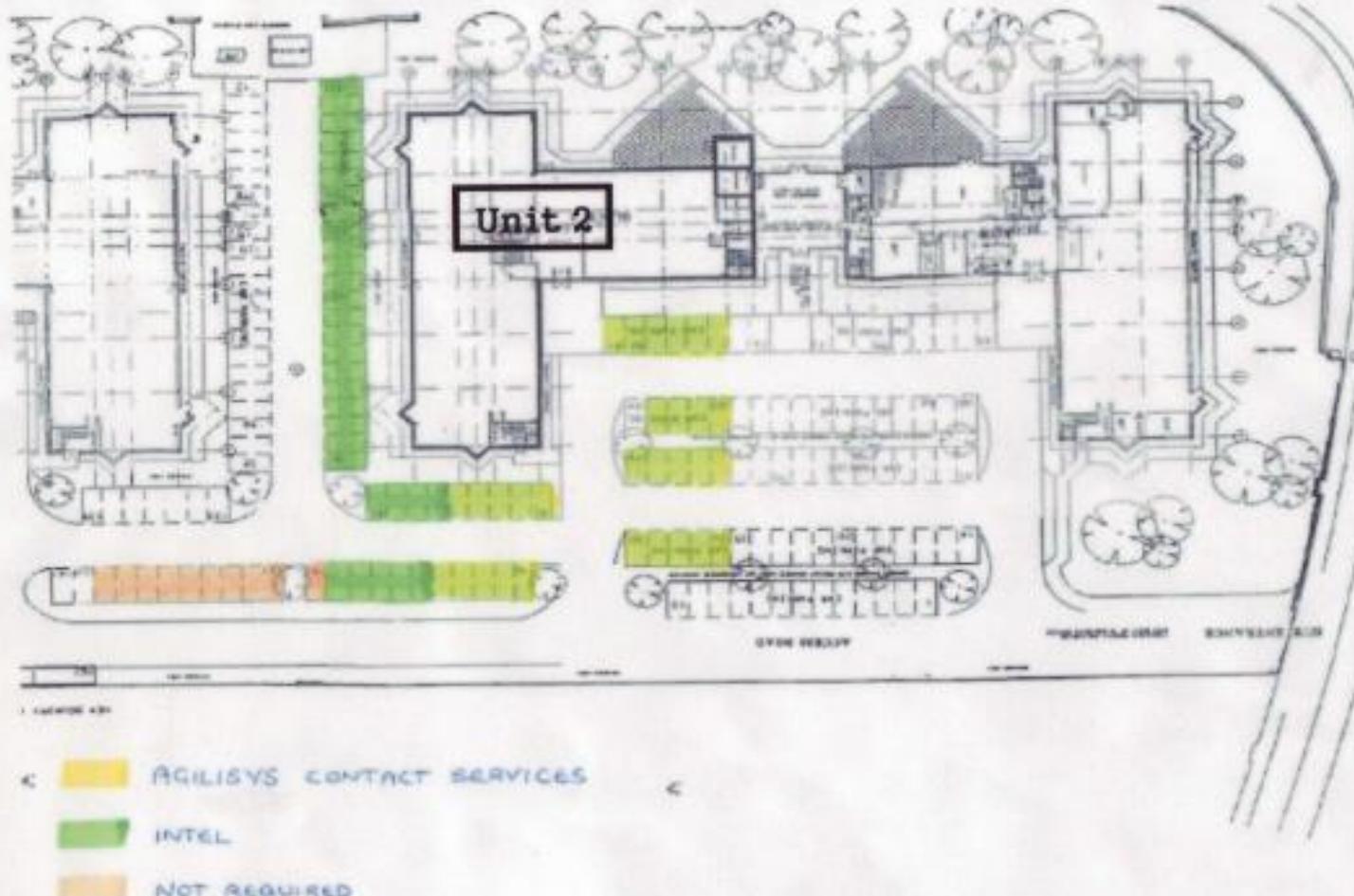
Access to Dromore House & Brookvale Plaza outside office hours

**Between 9pm and 7am - Monday to Friday
24hrs on Sundays & Public Holidays**

BROOKVALE PLAZA	DROMORE HOUSE
1- Card and Pin (main door & office areas)	1- Fob (car park & main door) 2- Card and Pin (office areas)

Brookvale Plaza Parking

Unit 2 Brookvale Plaza – Parking Allocation



Shannon Evacuation Training

Philosophy

During an emergency, get everybody out safely

If you are in doubt, get out!

Know the evacuation procedure

We do not endanger people in order to save people

The ORT team are there to help you – listen to them!

Procedure

When you hear a siren and no announcement about testing the siren, evacuate immediately

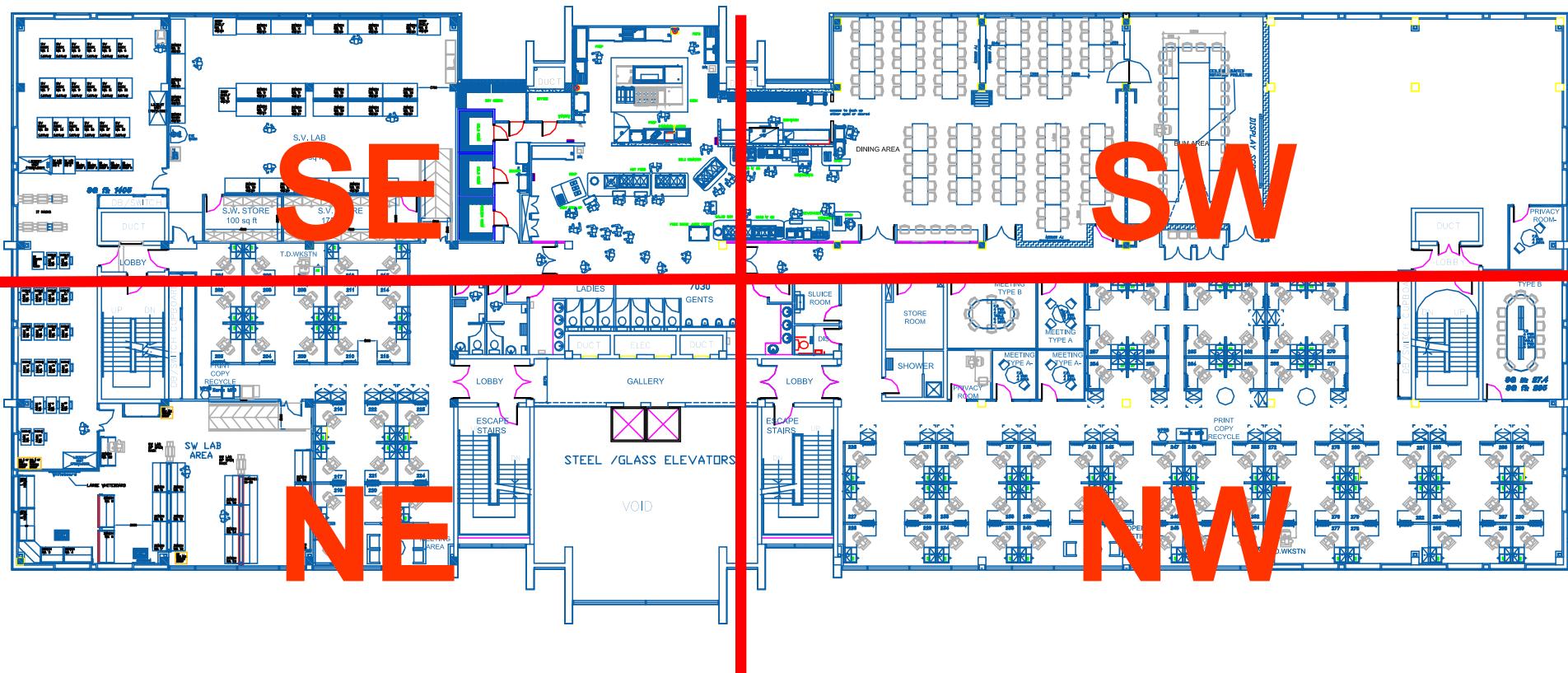
Obey the ORT members

Exit through the nearest exit

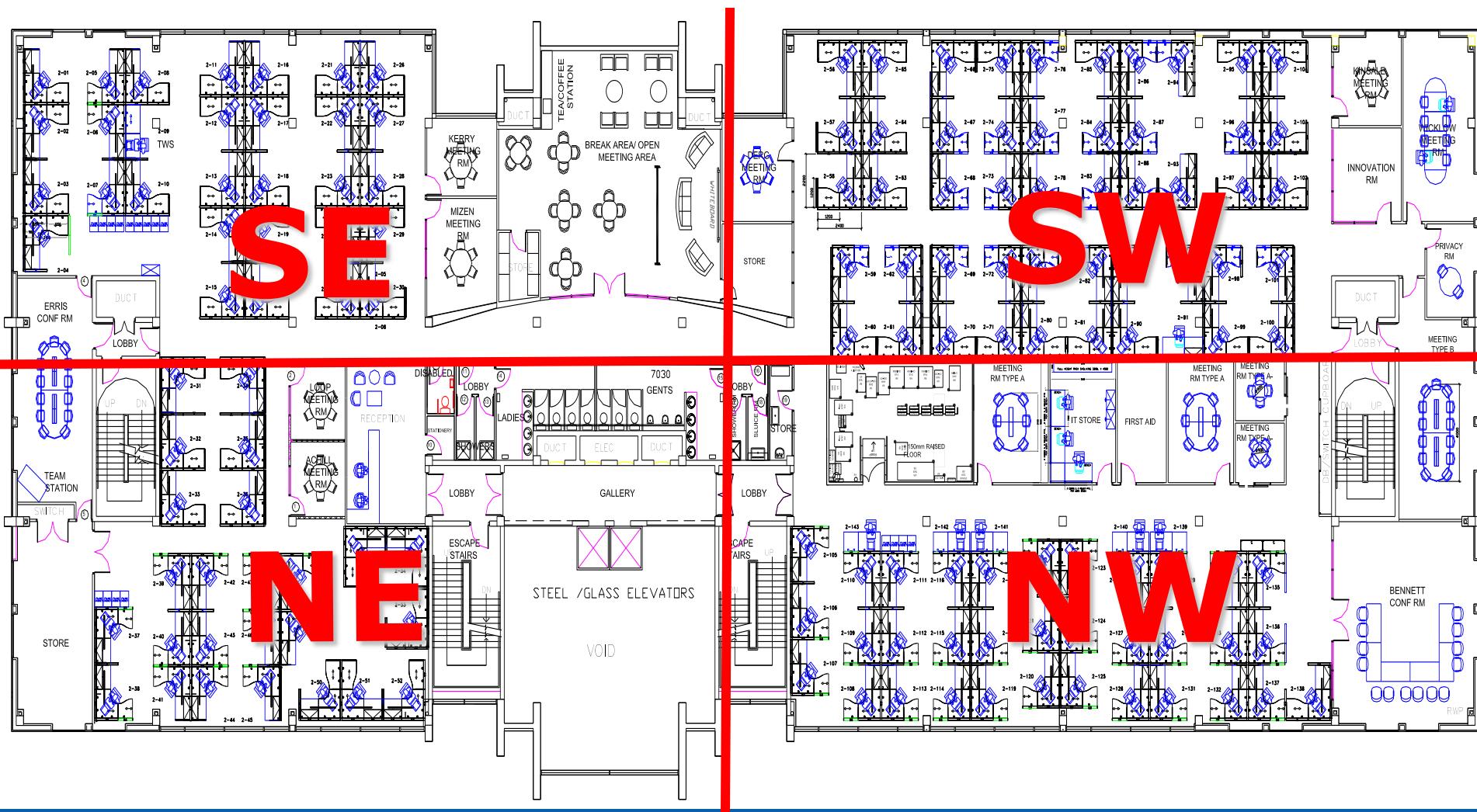
Proceed to your assembly point

Evacuation Zones 1st Floor

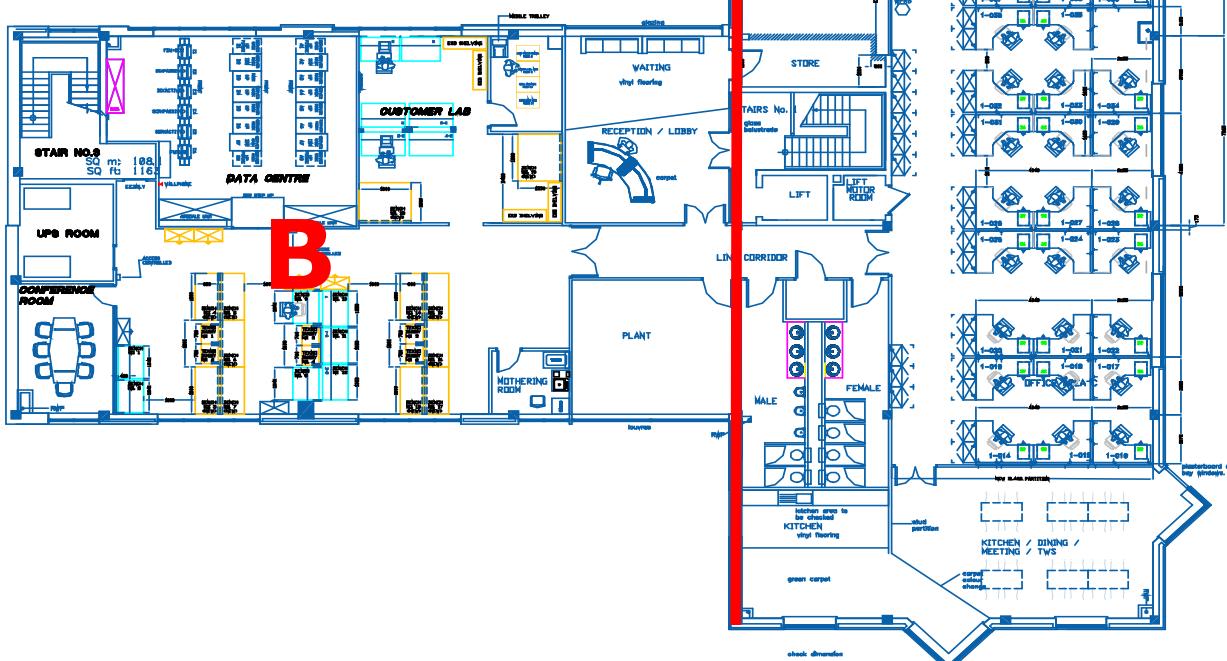
Intel Confidential



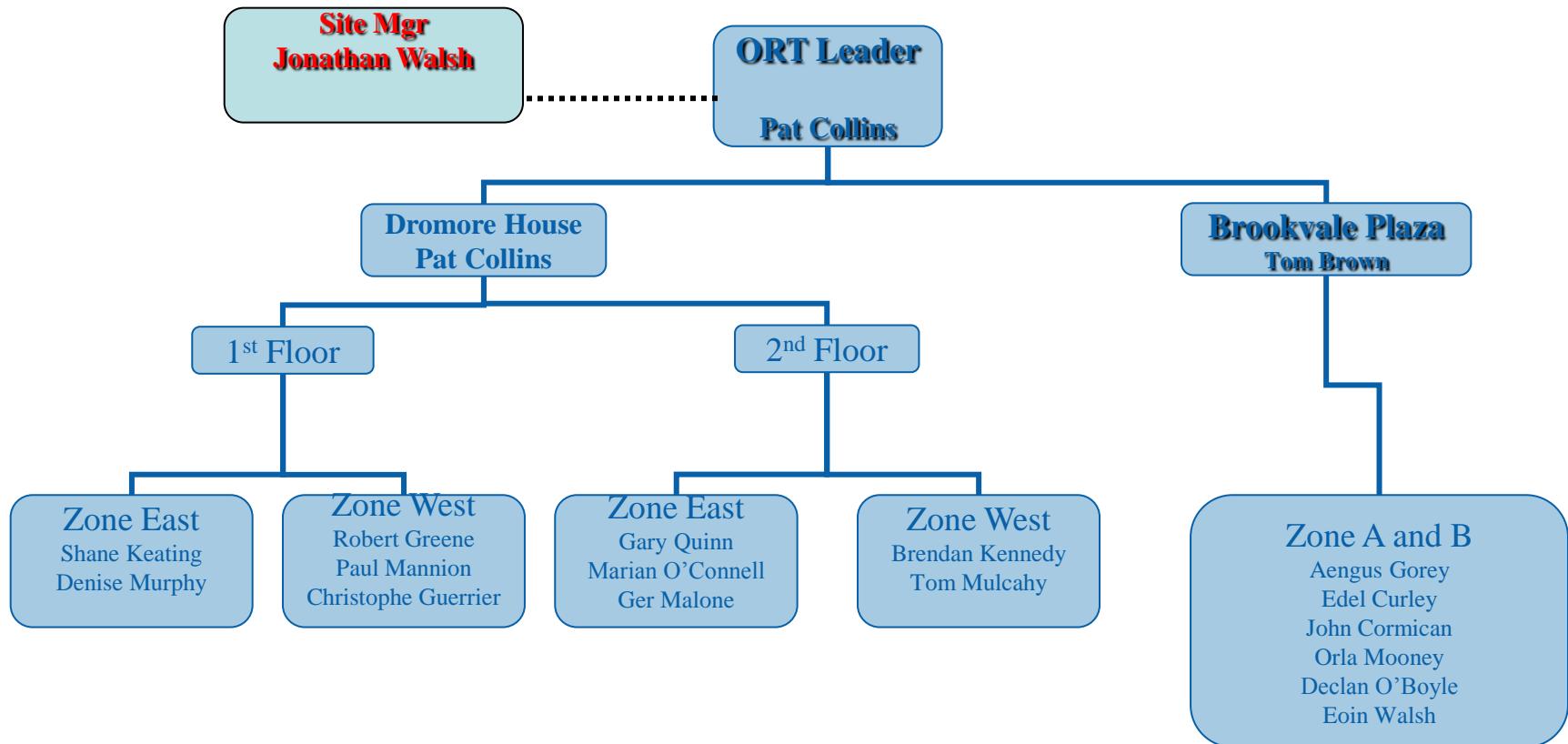
Evacuations Zones 2nd Floor



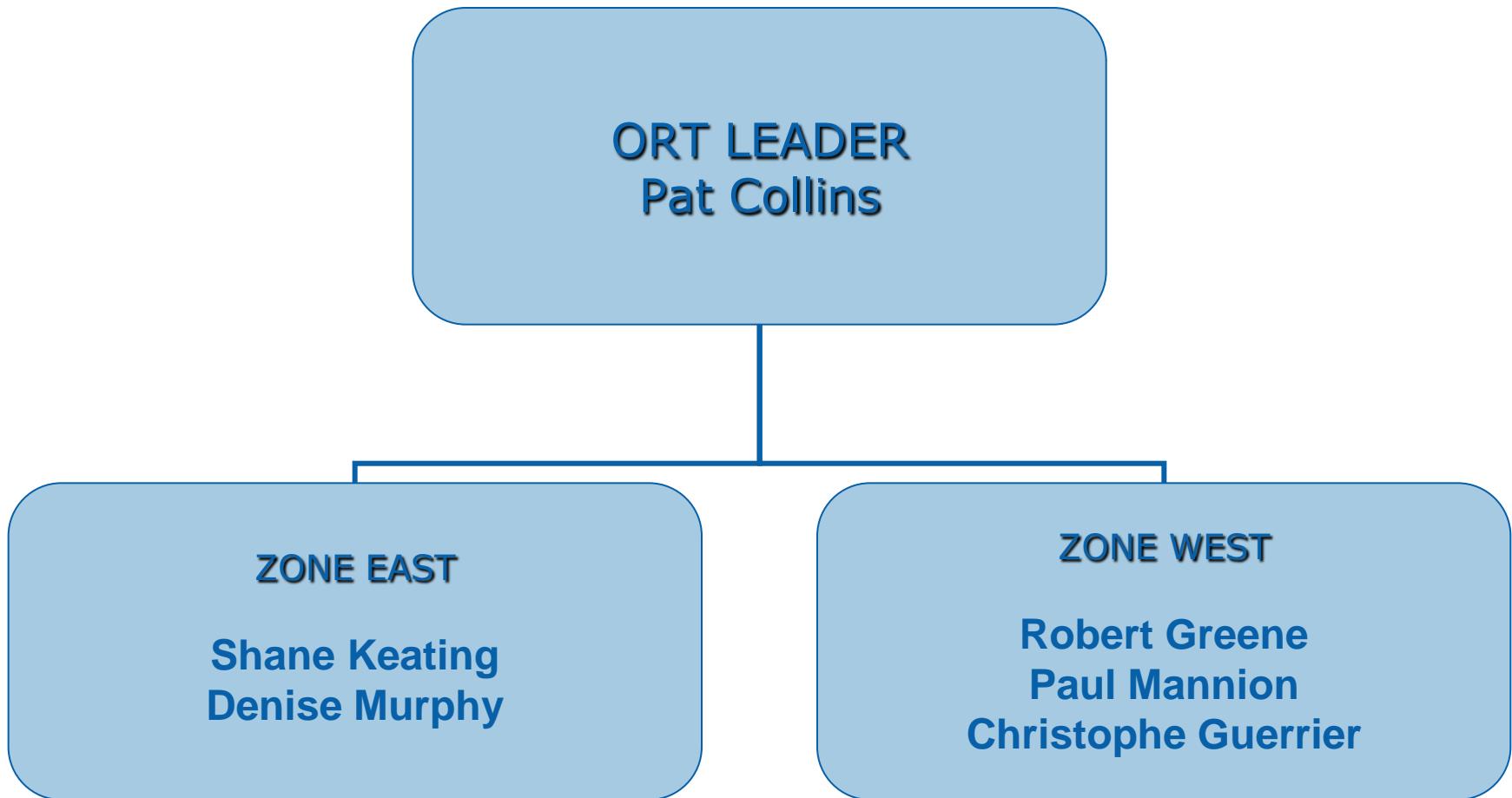
Evacuation Zone Brookvale Plaza First Floor



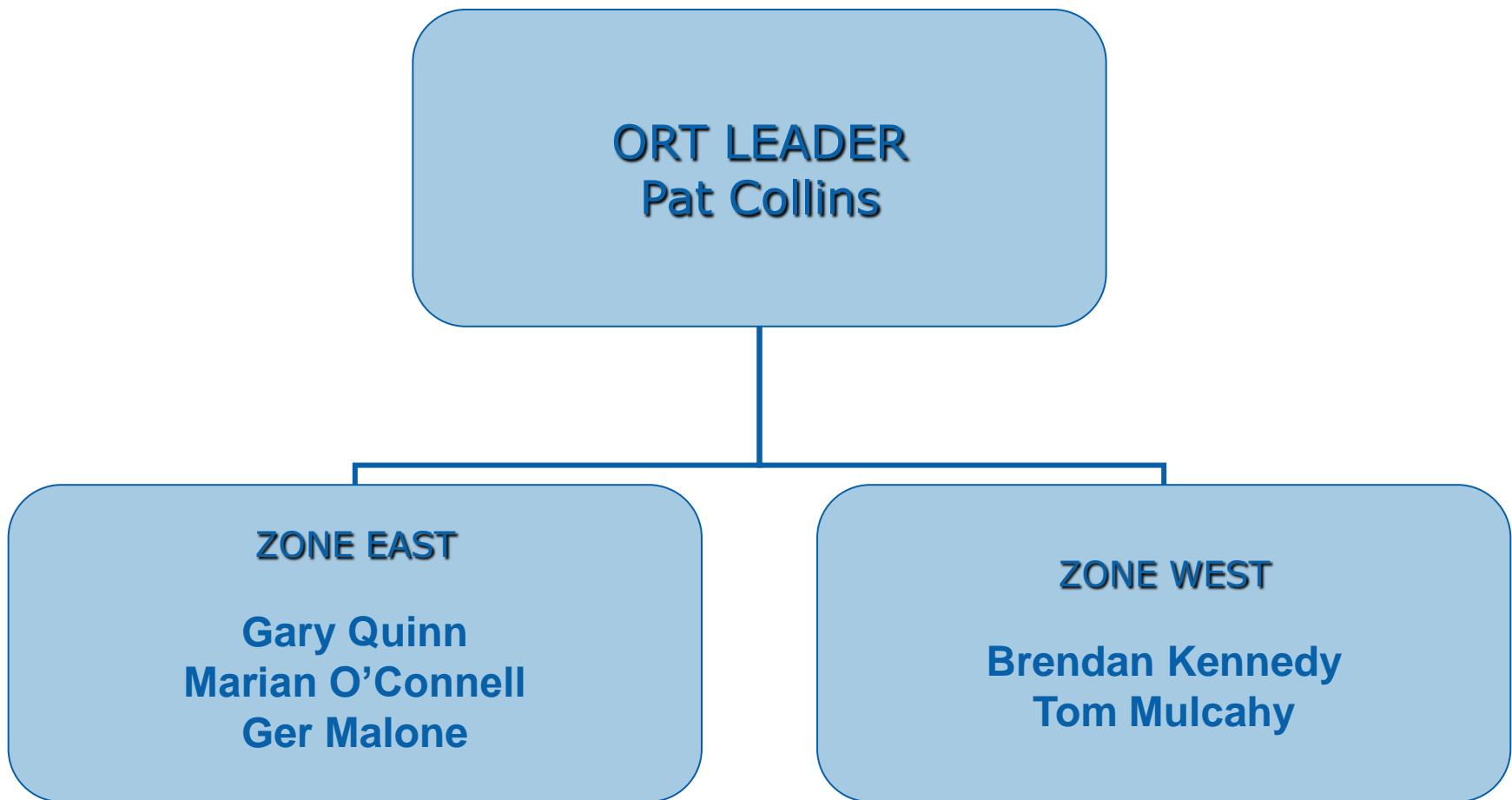
ORT (Office Response Team)



Dromore House 1st Floor



Dromore House 2nd Floor



Brookvale Plaza

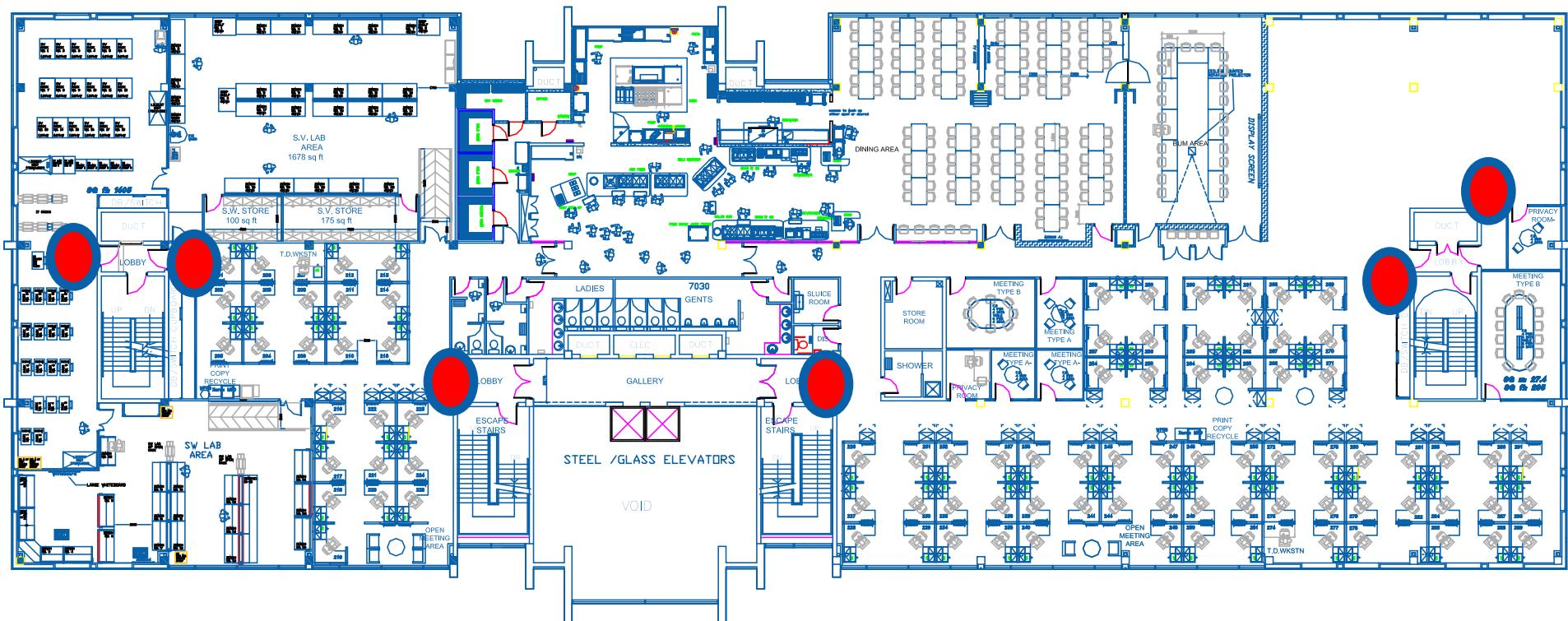
**ORT Leader
Tom Brown**

Building Owner Intel

Office Area A & B
John Cormican
Edel Curley
Aengus Gorey
Orla Mooney
Declan O'Boyle
Eoin Walsh

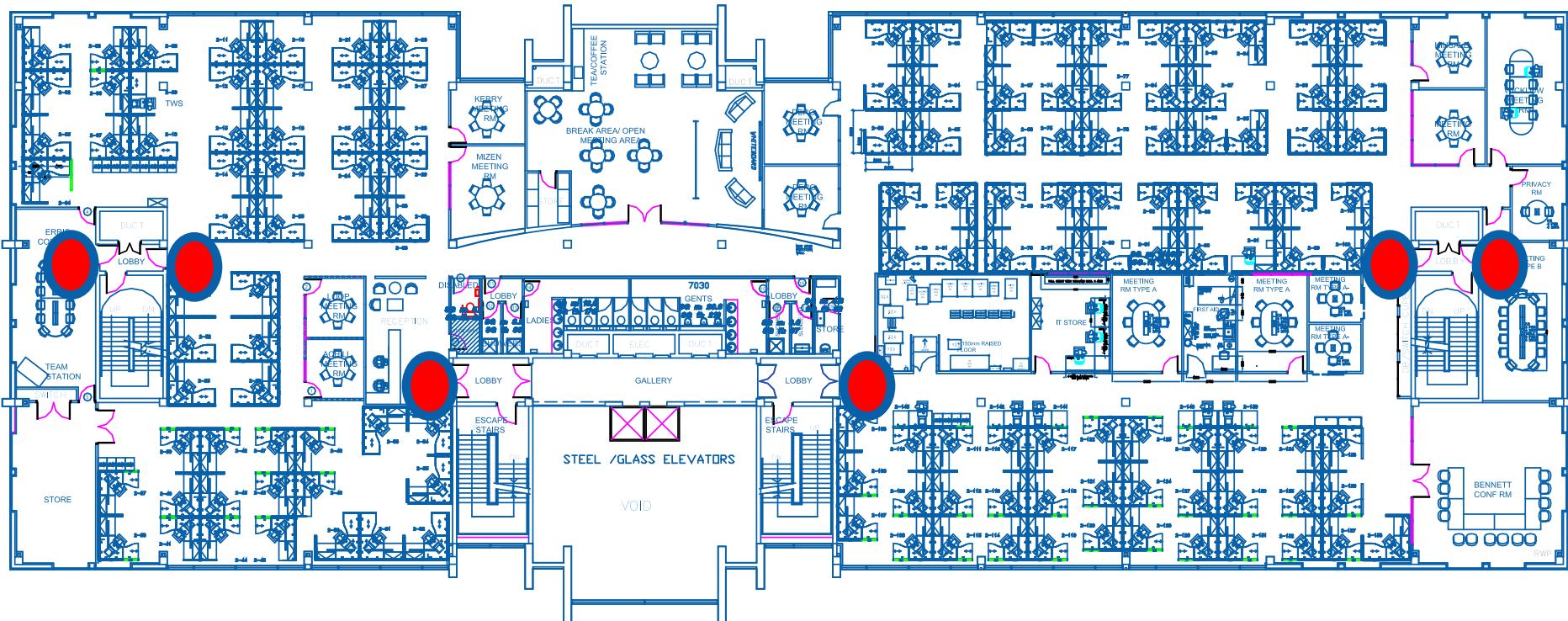
Marked Exits in Dromore House 1st Floor

Intel Confidential



Marked exits in Dromore House 2nd floor

Intel Confidential

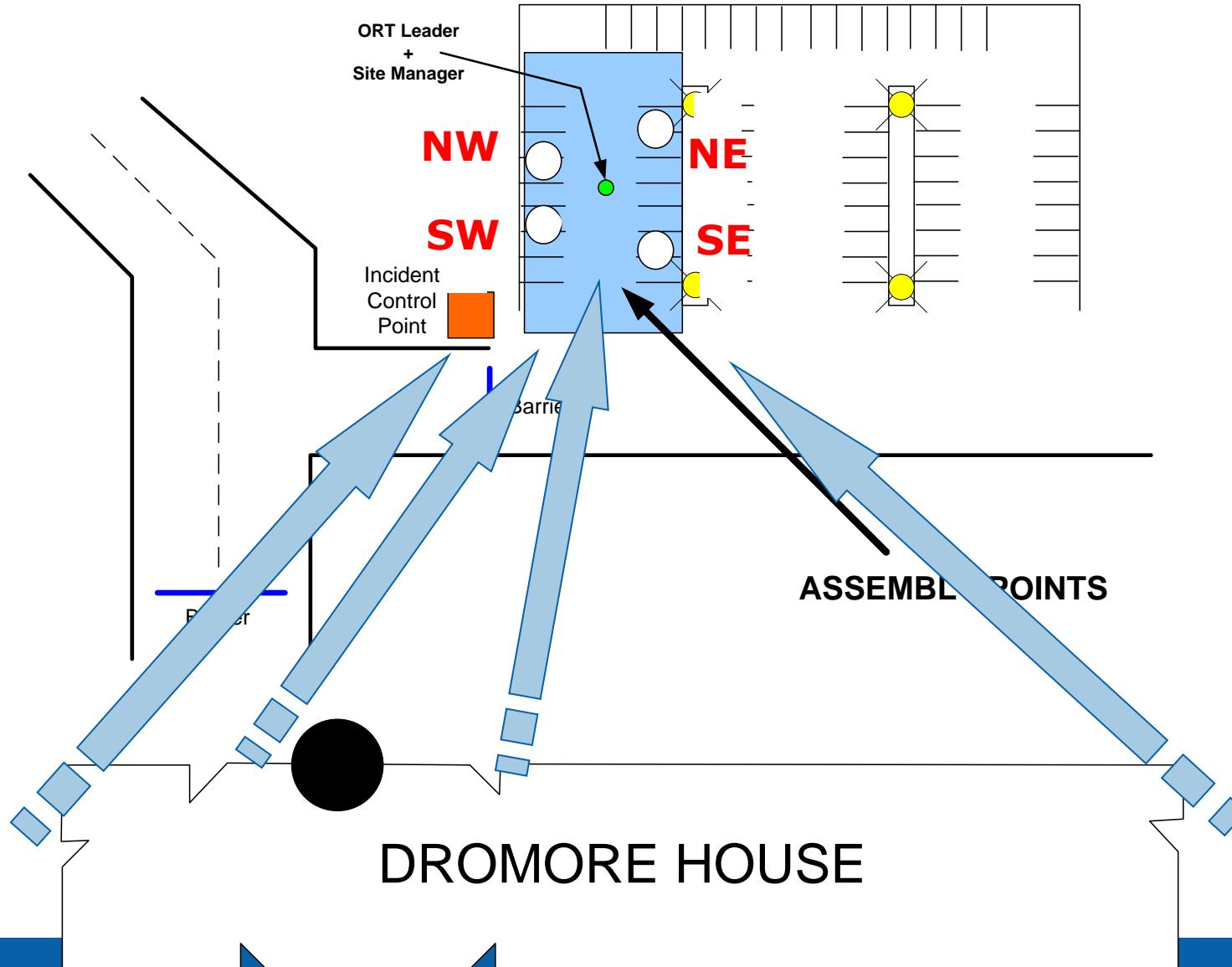


SECOND FLOOR PLAN

Marked Exits in Brookvale Plaza First Floor



Assembly Points – Dromore House

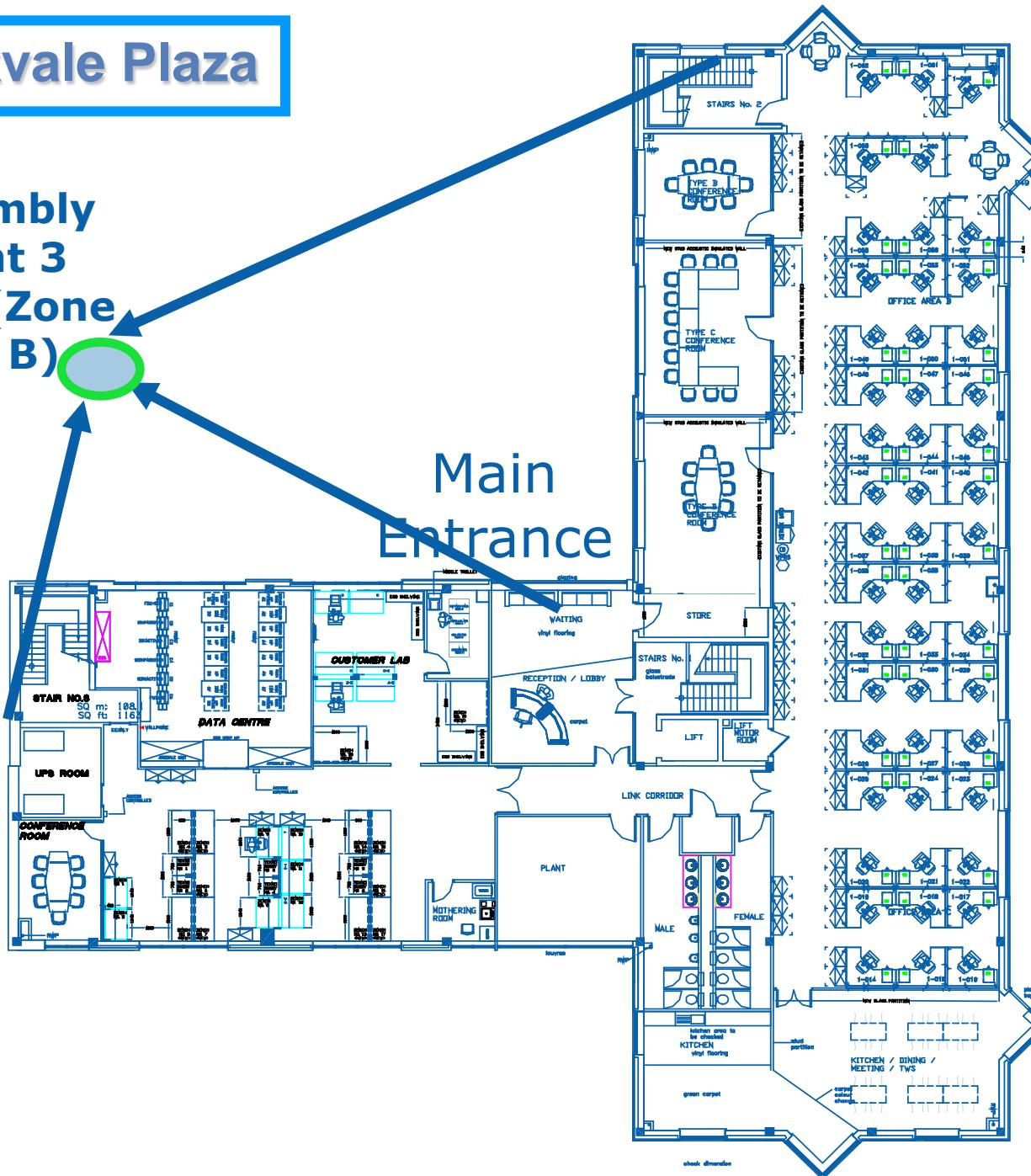


Dromore House Assembly Points



Brookvale Plaza

**Assembly
Point 3
Intel (Zone
A & B)**



Brookvale Plaza Assembly Points

Assemble Points for both A & B



Roles & Responsibilities

Employee

- Know the evacuation procedure

<http://documents.intel.com/webtop/drl/objectId/09005ffd8087c3d1>

- Know your nearest exit & assembly point
- Report any concerns you have to an ORT member
- Obey the ORT members
- During evacuation do not stop to pick up personal belongings
- Do not use lifts
- Walk, don't run
- You are responsible for your visitors
- Do not leave the assembly point without ORT permission

Roles & Responsibilities

Managers

- As per employee responsibilities
- Ensure employee familiarity with the evacuation plan at least every 6 months
- Ensure the evacuation plan is communicated to new hires on their first day
- Have nominated substitutes to ensure new employees get awareness training if you are travelling.
- Plan for the safe evacuation of physically challenged employees

Next Steps

- Read the guideline
- Know your nearest exit and assembly point
- Contribute feedback on improvement opportunities after evacuation exercises (twice per year)
- Shannon Safety Statement A hard copy is available at both reception areas.

To open the above link: Right click and open hyperlink

Emergency Signs

Fire Extinguisher/Fire Point



Goggles must be worn



First Aider or First Aid Box



Exit Route



Electrical cabinet



Intel Shannon

FIRST AID



First Aid

Dromore House First Aiders are:

**Pat Collins, Orlaith Fennell, Sinead Fitzpatrick, Gary Quinn,
Brian Will, Arthur Zaworski and Ger Malone**



Brookvale Plaza First Aiders are:

**Aengus Gorey ,James McGinley, John Cormican and Arek
Hruszowiec.**

**If you required any first aid treatment please contact one of
the above or Reception by dialling "0"**

Pregnant Workers and New Mothers

Managers/Employees Responsibility:

- 1. Employees responsibility is to inform their Manager if they are pregnant, have recently given birth or are breast feeding (within 26 weeks of birth of child).**
- 2. Managers responsibility is to organise a risk assessment for the employee as soon as notification is received.**
- 3. Based on the risk assessment, the employee will be advised on any preventative and protective measures to be taken to ensure a safe place of work.**
- 4. A mothering room is available on the 2nd Floor in Dromore House, please contact Site Op's if you require access to this room.**

Intel Shannon is committed to ensuring the safest possible working conditions on site for all pregnant employees.

Ergonomics Assessment

Ergonomic is the study of how people interacted with their work space

In recent years, ergonomics have attempted to define postures which minimize unnecessary static work and reduce the forces acting on the body.

Ergonomics Assessment

- An ergonomic assessor will be assigned to you within one month of your start date
- Please note prior to having your ergonomic assessment it would be of benefit if you have the two following courses complete;
- **SAF001569 OFFICE ERGONOMICS – ONLINE**
- **SAF005583 OFFICE SAFETY—OL - ONLINE**
- An assessment will be completed within three months of your start date
- If you feel you need this assessment sooner or have any immediate requirement on this please let us know
- Once your assessment is complete its your responsibility to follow up on approval for any equipment required and the order/approval sent to Site Op's

Shannon Travel & Expenses Procedure

Expenses

Once approved by your manager, you must submit your expense claim (transmittal page + original receipts) to the front desk within 14 days.

If you have misplaced your receipts, you must complete and sign the missing receipt form and submit it with your claim. For more information on employee reimbursements, please visit Circuit.

This link will give you step by step information on expenses

<http://sie1web.ir.intel.com/ExpenseClaims.htm>

Collect receipts for all relevant expenses

Business Travel with American Express

1. Amex Team in Dublin is open Mon –Fri from 9am to 5.30pm
2. Telephone number is 01 407 3196
Email travelrequestncl@aexp.com
3. For assistance outside of normal office hours call American express emergency travel service number +44 01273 347 647
4. Services available – Travel Booking including flights and car rental, hotel reservation, visa.....

CPC (Corporate Purchasing Card)

What is CPC....

1. System used by Intel world wide to purchase small items on credit card e.g. books, small parts.
2. To find out who your CPC credit card holder for you department contact your manager.
3. Please follow the link below on how to access CPC
4. <http://sie1web.ir.intel.com/CPCforemployees.htm>

Site Facilities & Services

Site Facilities & Services

- **Smoking is permitted at the back of the buildings**
- **Fully serviced canteen in Dromore House 1st floor, opens 08.30am – 2.30pm weekdays.**
 - **A pre-ordering system is in operation and orders can be phone to Ext No. 7570**
 - **Vending machines are located in both canteens and coffee dock area on 2nd floor offering confectionary, snacks & cold drinks.**
 - **Tea/coffee/Fruit & Juice freely available.**

Club Intel – Lots to offer!

Club Intel is a programme where by Intel employees can avail of **preferential discount or special offers** with local & national vendors. All Club Intel offers are available to review within the Club Intel website <http://clubintel.intel.com/>

Check out the recently added Shannon vendors!!!

Lots of great offers are available on a wide range of goods and packages from Preferential Motor/Home Insurance to discounted holiday packages and loads more...

The **Buy and Sell website** is hosted off the Club Intel website – here you can buy and sell goods online to other Intel employees.

Club Intel offers are available in the following categories

Car Stuff	Clothing
Computer Deals	Eating Out
Entertainment	Financial
Gifts	Health/Beauty
Home/Garden	Music
Services	Sports & Leisure
Telecom	Travel & Hotels

Shannon Intranet

- The Shannon Intranet Site will have a lot of the information and links on the materials we have just gone through.
- The Intranet link is:

<http://shannon.intel.com/>

Co – Ops

The Co-Ops on site have set up a Co-Op committee

They are happy to meet and greet new co-ops as part of site ops induction, tell them enough to get them started but not to scare them😊

Reception

Reception

- Liz Smith is the receptionist with Geraldine Reddan her back up for breaks and holidays
- Stationery store is situated at reception in Dromore and in Brookvale any other stationery requirements are ordered through reception.
- Shipping: Any shipping requirement are handled at reception and must be communicated by 3pm.
- Post: Outgoing and incoming mail is sorted at reception, any outgoing mail needs to be at reception by 3pm. Intel does not cover the cost of personal mail.
- Visitors: You are responsible for informing reception of any visitors you have coming on site this includes Intel and Non Intel visitors.

Q & A