Contractor Business Meeting
October 5, 2018

Mike Kehoe
Plant Engineering
Agenda

• Introductions and comments

• Director Comments/Industry Day – Adam Zydron

• Director Environmental Health and Safety – Dru Branche

• Security – Derek Jenkins

• Safety – Ryan McTheny

• Accounts Payable – Invoicing – John Chilbert

• Safety Metrics – Yesika Kain

• Safety – Odor Fade – Ed Binder
Industry Day

• Adam Zydron – Director of Facilities Engineering
  • EMAIL: Adam.R.Zydron@hii-nns.com
  • PHONE: (757)688-1015
Newport News Shipbuilding Safety

• Dru Branche – Director Environmental Health and Safety
Security

• Derek Jenkins – Director of Security
EH&S Talking Points

• **Introduction**

• **VPP Philosophy**
  – Compliance vs. Culture
  – Teamwork & Engagement

• **Recent Near Misses**
  – Working While Energized
  – Dropped Objects
  – Fall Protection
  – Walking & Working Surfaces

• **NNS Negative Trends**

• **Updates**
  – OSHA National Emphasis on Trenching and Excavation
  – Contractor Recognition

https://www.youtube.com/watch?v=Mai2s5MSrsc  
https://www.youtube.com/watch?v=Q7DDsCP6y8k
Letter Sent to Suppliers

To NNS Suppliers:

Attention: NNS Suppliers,

Notice: Chart is excited to announce that effective September 4, 2018 the AP automation project is going live. Next Tuesday, vendors should email their invoices, along with the appropriate backup documentation, to invoices@hii-nns.com. Below is a reminder of the criteria that the invoices must meet in order to be accepted and avoid rejection.

Please note, invoices that do not meet the criteria below, will be rejected until they are submitted correctly.

- Quantity and pricing must match what is on the purchase order.
- Invoices containing freight charges of $200 or more will need to also include the freight bill from the carrier.
- The ten-digit purchase order number must clearly be identified on the invoice (if applicable).
- There should be no additional characters included within the PO number; a space or break is required.
- The unit of measure on the invoice MUST be the same as displayed on the purchase order.
- All line items and line amounts must be clearly identified on the invoice and must correspond with the PO.
- Invoices must be submitted as a PDF. Each PDF should contain 1 invoice and its corresponding backup documents.
- Ensure all documents are submitted with the invoice (i.e., travel receipts, waivers, insurance papers).
- The remit address should be clearly identified on the invoice.
- Non-purchase order invoices must list the email address of their NNS point of contact.

Please ensure that only invoices with corresponding backup documents are submitted to the mailbox. If you have any questions, please feel free to email Adriana Walden (Adriana.B.Walden@hii-nns.com) or Renee Bledsoe (Renee.Bledsoe@hii-nns.com).

AS DIVISION OF HUNTINGTON INGALLS INDUSTRIES
4101 Washington Avenue • Newport News, VA 23607 • Telephone (757) 398-2000 • www.huntingtoningalls.com

What does this mean to you?
Automated Accounts Payable Process

Mail invoices to: invoices@hii-nns.com

- The remit address should be clearly identified on the invoice.

- Invoices must be submitted as an Adobe - PDF. Each PDF should contain one (1) invoice and its corresponding backup documents.

- Ensure all documents are submitted with the invoice (i.e. travel receipts, waivers, insurance papers, T&M Sheets, etc.)

- Invoices containing freight charges of $200 or more will need to also include the freight bill from the carrier.

- Non-purchase order invoices must list the email address of their NNS point of contact.
Invoice Criteria

Accounts Payable will validate each invoice to ensure:

• The ten-digit purchase order number is clearly identified on the invoice (if applicable). There should be no additional characters included within the PO number; a space or break is required.

• Quantity and pricing matches what is on the purchase order.

• All line items and line amounts are clearly identified on the invoice and correspond with the PO.

• The unit of measure on the invoice MUST be the same as displayed on the purchase order.

Invoices that do not meet the above criteria above will be returned “unpaid” to the contractor/vendor until they are correctly submitted.
Year-End Invoicing

Beginning on November 1, 2018 - copy Project Leads on e-mail submitting electronic invoice for all invoices over $50K.

ESTIMATED INVOICES:
• If requested, submit hard copies of the December estimated invoices directly to the Project Leads. – DO NOT COPY Accounts Payable or send to invoices@hii-nns.com.

• On December 27th, report actual progress of estimated invoices to the Project Lead. Then submit actual progress invoices (after 1/1/2019) to invoices@hii-nns for payment as usual.
Safety Metrics

YTD # Unsatisfactory by Task

- Excavation: Q1 2, Q2 2, Q3 5
- Fall Protection: Q1 1, Q2 1, Q3 4
- Hazardous Communication: Q1 4, Q2 4, Q3 1
- Personal Protective Equipment (PPE): Q1 1, Q2 1, Q3 4
- Staging / Scaffolding: Q1 2, Q2 2, Q3 6
- Welding, Cutting, and Heating / Hot Work: Q1 1, Q2 1, Q3 4
- Work Site Management: Q1 4, Q2 4, Q3 1
- Slippery / Waking Surfaces: Q1 1, Q2 1, Q3 4

Unsat vs. Total Observations

- Q1: Unsat 8, Total 170, %Unsat 4.7%
- Q2: Unsat 21, Total 639, %Unsat 3.3%
- Q3: Unsat 15, Total 509, %Unsat 2.9%
### Safety Metrics

<table>
<thead>
<tr>
<th><strong>Excavation</strong></th>
<th><strong>Personal Protective Equipment (PPE)</strong></th>
<th><strong>Working / Walking Surfaces</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the excavation site perimeter barricaded to maintain control of the area?</td>
<td>Are exposed utilities within the excavation area (duct banks, pipes, wires, etc.) temporarily supported and protected?</td>
<td>Are walking/working surfaces clear of tripping hazards?</td>
</tr>
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<td>Are atmospheric testing and controls being utilized to ensure that workers in an excavation 4’ or deeper are protected from a low oxygen or hazardous atmosphere? (Is the atmosphere being monitored for gases and oxygen?)</td>
<td></td>
<td>Are lines out of the exit pathways?</td>
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<td>Are exposed utilities within the excavation area (duct banks, pipes, wires, etc.) temporarily supported and protected?</td>
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<td>Are exits clearly marked?</td>
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<td>Is the excavation 5’ or greater in depth, and is every employee protected from a cave-in? (Sloping, shielding, shoring, etc.)</td>
<td></td>
<td>Are aisles and paths to exits clear of debris and other tripping hazards?</td>
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<td>Are workers working in an excavation that has an accumulation of water?</td>
<td>Are all workers inside the barricades wearing high visibility clothing?</td>
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<td>Has the excavation area been cleared of all encumbrances (stored material, equipment, tools, pumps, etc. that might be a tripping hazard or might fall into the excavation) and obstacles that might present a hazard to workers?</td>
<td>Are employees wearing ANSI approved hard hats, safety glasses, and safety shoes?</td>
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<td>Are utility probing tools non-conductive and have a blunt end?</td>
<td>Are employees exposed to high noise operations wearing hearing protection?</td>
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<td>Are workers wearing ANSI approved hard hats, safety glasses, and safety shoes?</td>
<td>Are employees performing hot work wearing long sleeves, welding gloves, and proper eye protection?</td>
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<td>Are all buried utilities and buried obstructions been located and marked? Are employees exposed to high noise operations wearing hearing protection?</td>
<td>Are employees wearing secondary eye protection when performing fragment, dust, and/or debris generating jobs?</td>
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<td>Are workers walking or standing under suspended lifting or digging loads?</td>
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Natural Gas Odor Fade

New London, Texas 1937
This is a typical pipe support with a baseplate. Grout must be placed between the baseplate and the deck.

A grouted baseplate support system securing a steam expansion joint.
Quality & Safety

[Images of construction site and workers with text annotations: 10x10 shims, No grout]
Welding Quality
Safety & Quality

• OSHA Technical Manual (OTM)
  – The OSHA OTM provides technical information about workplace hazards and controls to OSHA’s Compliance Safety and Health Officers. This information supports OSHA’s enforcement and outreach activities to assure safe and healthful working conditions for working men and women.
If you have questions regarding this presentation, please contact your Contract Coordinator or:

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