



**Newport News  
Shipbuilding**

A Division of Huntington Ingalls Industries

# **Contractor Business Meeting**

October 5, 2018

Mike Kehoe  
Plant Engineering

- 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



- Adam Zydron – Director of Facilities Engineering
- EMAIL: [Adam.R.Zydron@hii-nns.com](mailto:Adam.R.Zydron@hii-nns.com)
- PHONE: (757)688-1015



- Dru Branche – Director Environmental Health and Safety



- Derek Jenkins – Director of Security



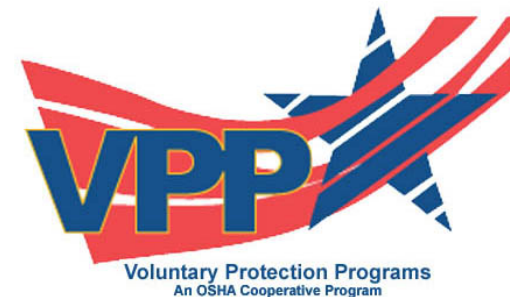
# EH&S Talking Points

- **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



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<https://www.youtube.com/watch?v=Mai2s5MSrsc>

<https://www.youtube.com/watch?v=Q7DDsCP6y8k>



# Letter Sent to Suppliers



## Attention NNS Suppliers:

Accounts Payable 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 back up documentation, to [invoices@hii-nns.com](mailto: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](mailto:Adriana.B.Walden@hii-nns.com)) or Renee Bilodeau ([Renee.Bilodeau@hii-nns.com](mailto:Renee.Bilodeau@hii-nns.com)).

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NN 20 (REV 7)  
NNPN 3321060

## What does this mean to you?



Mail invoices to: [invoices@hii-nns.com](mailto: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.





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.**



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

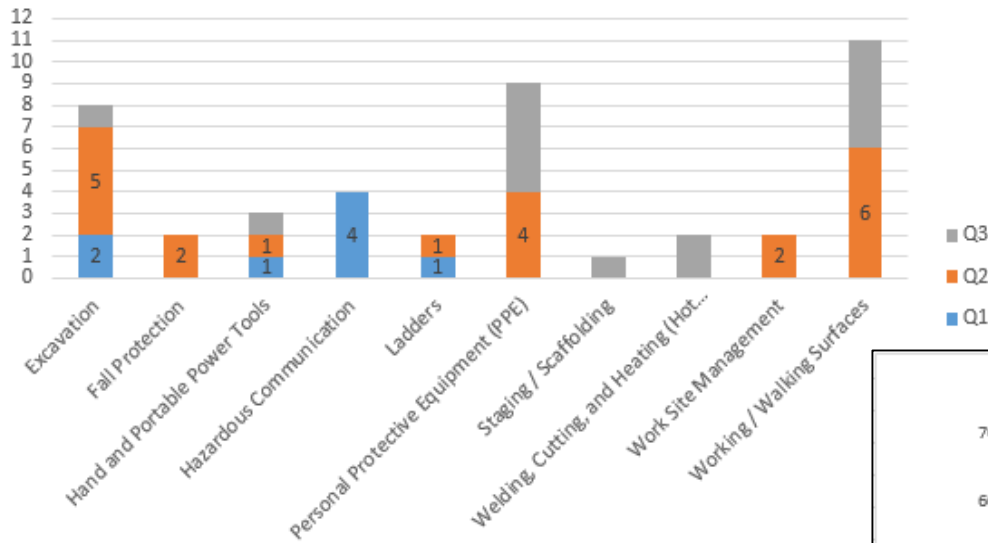
## ESTIMATED INVOICES:

- 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 27<sup>th</sup>, 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.

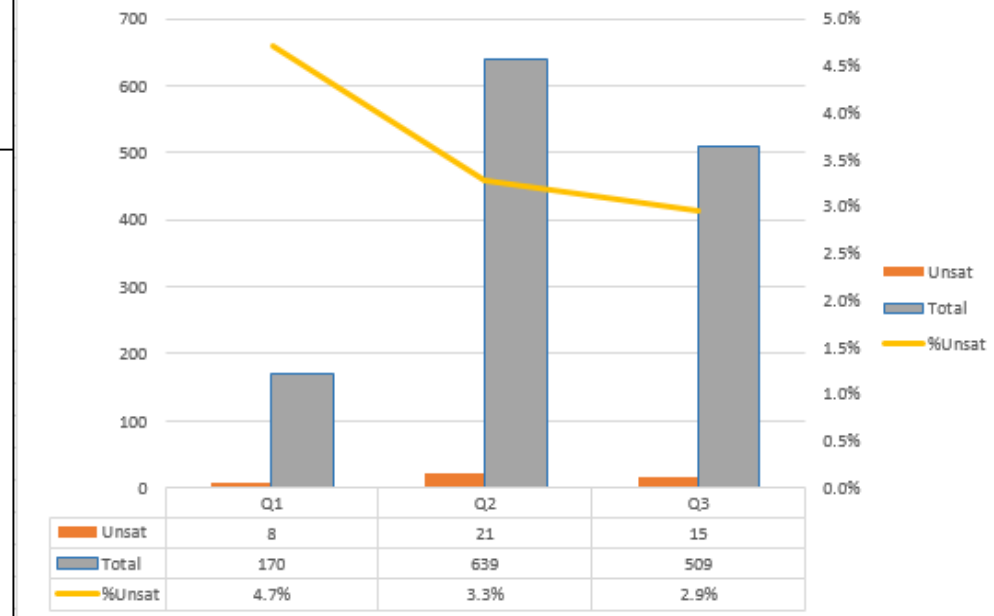


# Safety Metrics

YTD # Unsatisfactory by Task



Unsat vs. Total Observations



<b>Excavation</b>	Are exposed utilities within the excavation area (duct banks, pipes, wires, etc.) temporarily supported and protected?
Is the excavation site perimeter barricaded to maintain control of the area?	Are workers working in an excavation that has an accumulation of water?
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?)	<b>Personal Protective Equipment (PPE)</b>
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?	Are employees wearing ANSI approved hard hats, safety glasses, and safety shoes?
Have all buried utilities and buried obstructions been located and marked?	Are employees exposed to high noise operations wearing hearing protection?
Are utility probing tools non-conductive and have a blunt end?	Are employees performing hot work wearing long sleeves, welding gloves, and proper eye protection?
Are workers walking or standing under suspended lifting or digging loads?	Are employees wearing secondary eye protection when performing fragment, dust, and/or debris generating jobs?
Are dump truck operators protected by an over-cab shield if they remain in the truck cab while loading or unloading the truck?	Are all workers inside the barricades wearing high visibility clothing?
Are workers protected from hazards associated with water accumulation in the excavation area?	<b>Working / Walking Surfaces</b>
Is there a ladder or other safe means of egress within 25' of every worker in an excavation 4' or deeper?	Are walking/working surfaces clear of tripping hazards?
Do all egress ladders extend at least 36" above the top of the trench?	Are surface openings and holes properly guarded? Is there an uncovered hole (2" dia. or greater)? Are all holes protected?
Do workers maintain 3 points of contact (one hand and 2 feet or 2 hands and 1 foot) while climbing up or down on the ladder?	Are lines out of the exit pathways?
Is a stepladder being used to enter or exit the excavation or trench? [A stepladder cannot be leaned into the wall of an excavation unless it is permitted in the ladder manufacturer's instructions], nor can a stepladder be used to move from one level to another.]	Are exits clearly marked?
Is the excavation 5' or greater in depth, and is every employee protected from a cave-in? (Sloping, shielding, shoring, etc.)	Are aisles and paths to exits clear of debris and other tripping hazards?
Is there a walkway (minimum 24" wide walkway) with guardrails provided where workers and/or equipment must cross a 5' deep trench greater than 30" wider?	





New London, Texas 1937





Huntington Ingalls Proprietary

This is a typical pipe support with a baseplate. Grout must be placed between the baseplate and the deck.



Huntington Ingalls Proprietary

A grouted baseplate support system securing a steam expansion joint.





Huntington Ingalls Proprietary



Huntington Ingalls Proprietary





- 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.
- <https://www.osha.gov/dts/osta/otm/index.html>



#### General Information

- Notices of Change
- Table of Contents
- Metric System Conversion



#### Health Hazards

- Personal Sampling for Air Contaminants
- Occupational Skin Exposure
- Technical Equipment: On-site Measurements
- Polymer Matrix Materials: Advanced Composites
- Indoor Air Quality Investigation
- Ventilation Investigation
- Heat Stress
- Noise
- Laser Hazards
- Legionnaire's Disease, see OSHA's Safety and Health Topics Page for updated information
- Hospital Investigations: Health Hazards
- Controlling Exposure to Hazardous Drugs, see OSHA's Safety and Health Topics Page for updated information.
- Back Disorders and Injuries
- Chemical Protective Clothing
- Respiratory Protection



#### Safety Hazards

- Oil Well Derrick Stability: Guywire Anchor Systems
- Petroleum Refining Processes
- Pressure Vessel Guidelines
- Industrial Robots and Robot System Safety
- Ethanol Processing



#### Construction Hazards

- Demolition
- Excavations: Hazard Recognition in Trenching and Shoring
- Controlling Lead Exposures in the Construction Industry: Engineering and Work Practice Controls
- Fall Protection in Construction



- If you have questions regarding this presentation, please contact your Contract Coordinator or:

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