**SCOPE:** The requirements of this agreement shall apply to all persons entering General Dynamics NASSCO-Norfolk (herein referred to as “Company”) owned or leased property.

**AUTHORIZATION OF GUESTS AND VENDORS:** All guests and/or vendors entering into this facility must be at least 18 years of age. Anyone under the age of 18 must have authorization by the Department Manager prior to Company entry. All guests must have a Company employee escort. All guests/vendors must sign in and out through Security. Identification badges must be displayed over an outer garment at all times.

As a condition of accessing Company facilities, including all of its owned and operated locations, I agree to the following:

1. **OTHER AGREEMENTS:** In the event that I or my company has another written agreement with the Company directed to the subject matter of this agreement, such written agreement will supersede the terms of this one.
2. **ENVIRONMENTAL, HEALTH & SAFETY (EHS):** I will abide by all EHS rules and other instructions or requests provided to me by the Company.
3. **ENVIRONMENTAL:** Visitors and vendors must comply with the facility storage and disposal methods. Appropriate and approved areas are designated for wastewater, hazardous waste, and solid waste collection, storage, and disposal. Only rainwater is permitted to enter facility storm drains. Hazardous waste generated on site must be collected in appropriate receptacles and is not permitted in the general trash. Contact the EHS office at 757-543-6801 ext. 775 if the appropriate collection, storage, or disposal method of solid waste, hazardous waste, or wastewater is in question.
4. **SAFETY & PERSONAL PROTECTIVE EQUIPMENT (PPE):** All guests/vendors entering into any production areas shall wear PPE including: hard-hat, safety glasses, ASTM approved footwear, and hearing protection. PPE maps are posted throughout the yard indicating PPE requirements. Guests entering production areas must keep at least 3 feet away from machinery.
5. **EMERGENCY OPERATING PLAN:** In the event of an emergency, immediate and orderly evacuation of personnel in the facility is critical. In the event that a fire, chemical release, or other emergency situation is discovered by a guest and/or vendor, they shall immediately call 757-966-3600. If an evacuation is ordered, the persons will evacuate with the employees they are with. The Company representative will be held responsible for the accountability of the guest and/or vendor.

Latest Revision Date: 09/03/14

1. **TOBACCO USE:** Smoking and tobacco use are strictly prohibited while on Company property.
2. **POWERED INDUSTRIAL VEHICLES:** Only employees of the Company or Authorized Subcontract employees, licensed by the Company, may operate powered industrial vehicles.
3. **MOTOR VEHICLE OPERATION:** All guests/vendors operating motor vehicles on the premises shall do so in a safe manner. Operators must receive permission and/or a permit from Security while on the premises. Seatbelts must be worn at all times on Company premises and operators must obey all speed limit signs.
4. **INJURY REPORTING:** All accidents/injuries involving guests/vendors shall be immediately reported at 757-966-3600. A written report detailing the accident shall be submitted to the Health and Safety Manager within 24 hours.
5. **HAZARD COMMUNICATION:** The facility maintains current Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) on all chemicals. Communication about these chemicals is critical to the safety of anyone working with or around them. Chemicals brought into the facility shall be pre-approved by the EHS Department and properly labeled in accordance with OSHA regulations.
6. **LOCKOUT/TAGOUT (LOTO):** Any time LOTO is used, the Company representative responsible for said person shall be notified. Never attempt to remove a lock from a piece of equipment. All persons using a LOTO shall follow Company guidelines regarding LOTO.
7. **EHS MANAGEMENT SYSTEM (EHSMS):** The Company is committed to preventing injuries, pollution prevention, complying with legal and other requirements, and continually improving our environmental, health, and safety programs. Questions, comments, or concerns can be addressed by calling the EHS office at 757-543-6801 ext. 775.

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| C:\Users\nlaw\Pictures\Picture1.png | **KNOW THE EHS POLICY & REMEMBER THE *P.O.R.T.*** |

**P**REVENT INJURIES

**O**BEY THE RULES

**R**EDUCE WASTE

**T**RACK IMPROVEMENT

**Acknowledged and Agreed:**

|  |  |
| --- | --- |
| Signature: |  |
| Printed Name: |  |
| Company: |  |
| Title: |  |
| Date: |  |

**EHS CONTACTS**

Emergencies: 757-966-3600

Non-Emergencies: 757-215-2121

Office/7am-4pm: 757-543-6801 (ext. 775)

**COMPANY INFORMATION**

P.O. Box 186

Norfolk, Virginia 23501

Phone No. (757) 543-6801

Email: info@nassconorfolk.com