



WHS-10 Minimum Dress Code and PPE Requirements

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1.0	24/3/2014	n/a	Procedure approved and released
1.1	27/5/2014	Shirt GSM 155 to 145	To allow for Work cool II shirts.
1.2	01/09/2014	Pages 14 & 15	Updated order form and added instructions
1.3	09/09/2014	Whole of document	Removed PWC references, converted to Territory Generation Document.
2.0	11/09/2014	Whole of document	Added all employee uniform requirements, removed shared site requirements as no longer applicable, added delivery driver information.
2.0	01/12/2015	Whole of document	Added new safety helmet mandatory requirements

1 Purpose

This procedure outlines the minimum dress code and personal protective equipment requirements for all persons accessing and working at Territory Generation maintained sites.

2 Scope

This procedure applies to all employees, contractors and visitors to the following Territory Generation maintained sites:

NON OPERATIONAL SITES:

- Head Office

OPERATIONAL SITES:

- Channel Island,
- Weddell,
- Katherine,
- Ron Goodin,
- Owen Springs,
- Tennant Creek,
- Yulara and
- Kings Canyon Power Stations.

3 References

- AS 1336:1997, *Recommended Practices for Occupational Eye Protection*
- AS 1337:1992, *Eye Protectors for Industrial Applications*
- AS 1800:1998, *Occupational Protective Helmets, Selection, use & maintenance*
- AS 1801:1997, *Construction of Safety Helmets*
- AS 2210.1:2010, *Safety, Protective and Occupational Footwear*
- AS 1269.3:2005, *Occupational Noise Management – Hearing Protection Program*
- AS 2161.1:1999, *Occupational Protective Gloves: Selection, Use and Maintenance*
- AS 1715:2009, *Selection, Use and Maintenance of Respiratory Protective Equipment*
- AS 4602:1999, *High Visibility Safety Garments*
- AS 4836:2011 *Safe Working on or near low-voltage electrical installations and equipment*

4 Roles and Responsibilities

Role / Title	Responsibility
Chief Executive Officer	Shall ensure that : <ul style="list-style-type: none"> • All personnel are aware of requirements of this procedure and its management in sites under Territory Generation control. • Initiates procedure review as required.
All Managers/Site Coordinators	Shall ensure that: <ul style="list-style-type: none"> • This procedure is put in place at all Territory Generation controlled power stations sites. • Personnel are advised and trained as necessary in the procedure to be followed. • Contractors are informed of and follow the procedure, where applicable. • Contribute to procedure reviews

Project Officers/Contract Managers	Shall ensure that: <ul style="list-style-type: none"> Contractors under their control are informed of and follow the procedure, where applicable. Contribute to procedure reviews
All Personnel	Shall ensure that: <ul style="list-style-type: none"> This procedure is followed personally and by contractors/visitors under their control, where applicable Contribute to procedure reviews
Document Owner	<ul style="list-style-type: none"> The position responsible for the preparation, review and accuracy of this document.
Document Sponsor	<ul style="list-style-type: none"> The position responsible for the approval and use of this document

5 Definitions

Dress/Dress code	Minimum basic clothing requirements
Personal Protective Equipment (PPE)	Means safety equipment (above minimum dress code requirements) designed for personal use and protection for example: Safety glasses, helmets, hearing protectors etc
Designated operational areas	Means areas where operational activities commonly occur and includes areas such as workshops, turbine halls, stores, control rooms, switchyards etc
Designated administrative areas	Means areas where administrative activities commonly occur and includes areas such as offices, meeting rooms, training rooms etc.
Task Based Risk Assessment	Means the process used to break a task into steps; identify the potential hazards and control measures; and implement these so that the task can be completed safely. This process is conducted at the task level by the persons carrying out the work and the process used to record this in Generation is a Job Safety Environmental Analysis (JSEA)
Hazard	Means any thing or condition which has the potential to cause injury or harm to health
Risk	Means the likelihood that death, injury or illness may occur because of the hazard
Risk management	Means the process of identifying, assessing, treating, monitoring, reviewing and communicating risks.
Safety Data Sheet (SDS)	Formerly Material Safety Data Sheet or MSDS, an SDS is a document that provides detailed information about a hazardous chemical.
Shall	Mandatory requirement
Should	Advisory requirement

6 Records

- Operational Clothing and PPE Request Form (See Attachment 1)*

9. Minimum Dress Code

SECTION 9.1

EMPLOYEES - OPERATIONAL SITES

APPLIES:

- All Territory Generation employees whose primary work location is an operational site

MINIMUM DRESS REQUIREMENTS FOR OPERATIONAL PERSONNEL

- Long cotton trousers or jeans and a long sleeve cotton shirt of a high visibility nature

OR

- High visibility cotton overalls

AND

- Safety footwear
- Safety Helmet

MINIMUM DRESS REQUIREMENTS FOR ADMINISTRATIVE PERSONNEL

- Long cotton trousers or jeans and a long sleeve cotton shirt of a high visibility nature

AND

- Fully closed in footwear

NOTES:

- For general operational work activities cotton clothing SHALL be not inferior to 100% cotton drill with a minimum weight of 145 grams per square metre.
- When working on or near live electrical apparatus, clothing worn SHALL be not inferior to 100% cotton drill with a minimum weight of 185 grams per square metre.
- During work activities shirts shall be worn with sleeves rolled down with sleeves buttoned unless clearly identified by JSEA/risk assessment that a risk of entrapment exists. In this instance long sleeves SHALL be rolled up for the duration of the task.
- During non-work activities sleeves may be rolled up e.g.: when in administrative areas.

NOTES:

- Safety footwear shall be worn when accessing operational work areas

ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:

- Additional Personal Protective Equipment (PPE) shall be worn depending on the nature and location of the work and shall be determined by a task based risk assessment (Job safety Environmental Analysis or equivalent) based on the work being conducted.

SECTION 9.2**EMPLOYEES – HEAD OFFICE****APPLIES:**

- All Territory Generation employees whose primary work location is Head Office

MINIMUM DRESS REQUIREMENTS –

- Smart casual dress or the agreed Corporate Uniform

NOTES:

- If accessing operational sites shall comply with the requirements in Section 9.1

SECTION 9.3**CONTRACTORS - PHYSICAL WORK ACTIVITIES CONDUCTED IN *OPERATIONAL* WORK AREAS****APPLIES TO PERSONS:**

- Conducting “hands on” work in *operational areas or high risk work areas*
Operational areas include: Workshop, turbine hall, stores, control rooms, control cabs, switch rooms etc.

MINIMUM DRESS REQUIREMENTS:

- Long cotton trousers and long sleeve cotton shirts of a high visibility nature
- OR**
- High visibility cotton overalls
- OR**
- Long cotton trousers, long sleeve cotton shirts with a high visibility vest not inferior to 100% cotton drill
- AND**
- Safety footwear
 - Safety Helmet.

NOTES:

- For general operational work activities cotton clothing SHALL be not inferior to 100% cotton drill with a minimum weight of 145 grams per square metre.
- When working on or near live electrical apparatus, clothing worn SHALL be not inferior to 100% cotton drill with a minimum weight of 185 grams per square metre.
- During work activities shirts shall be worn with sleeves rolled down with sleeves buttoned unless clearly identified by JSEA/risk assessment that a risk of entrapment exists. In this instance long sleeves SHALL be rolled up for the duration of the task.
- During non-work activities sleeves may be rolled up e.g.: when in administrative areas.

ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:

- Additional Personal Protective Equipment (PPE) shall be worn depending on the nature and location of the work and shall be determined by a task based risk assessment (Job safety Environmental Analysis or equivalent) based on the work being conducted.

SECTION 9. 4**CONTRACTORS – CONDUCTING INSPECTION TYPE ACTIVITIES IN OPERATIONAL AREAS****APPLIES TO PERSONS:**

- Conducting inspection type activities in operational work areas which does not involve physical “hand on” work

Examples may include: Pressure vessel inspection, fire system inspection, vibration analysis etc.

MINIMUM DRESS REQUIREMENTS:

- Long trousers
- Long sleeve shirt
- High visibility vest

AND

- Safety footwear
- Safety Helmet

NOTES:

- Persons conducting inspection type activities in operational areas should be escorted at all times. Exceptions may be made for persons deemed familiar with the site and plant by their site contact person.
- The above minimum dress requirements may be escalated to Section 9.3 requirements, if required.

ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:

- Additional Personal Protective Equipment (PPE) shall be worn depending on the nature and location of the work and shall be determined by a task based risk assessment (Job Safety Environmental Analysis or equivalent) based on the locations being accessed.

SECTION 9.5**CONTRACTORS - CONDUCTING WORK IN ADMINISTRATIVE AREAS AT OPERATIONAL SITES****APPLIES TO PERSONS:**

- Attending site to conduct hands on work activities in administrative areas for example: ICT equipment installation, repairs, maintenance or servicing; basic building maintenance activities etc.

Designated administrative areas include: Administration buildings, workshop administration areas, training rooms, meeting rooms etc.

MINIMUM DRESS REQUIREMENTS:

- Long trousers
- Long sleeved shirt

AND

- Fully enclosed footwear

NOTES:

- **High visibility vests** shall be worn when transiting through site to access other administration areas
- Designated walkways shall be used at all times, where possible
- In the event that operational work areas are to be accessed, **a long sleeve shirt, high visibility vest, safety footwear and safety helmet SHALL be worn.**

ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:

- Additional Personal Protective Equipment (PPE) shall be worn depending on the nature and location of the work and shall be determined by a task based risk assessment (Job Safety Environmental Analysis or equivalent) based on the work being conducted

SECTION 9.6**VISITORS – ENTERING OPERATIONAL SITES****APPLIES TO PERSONS:**

- Attending sites for business reasons, meetings, to conduct classroom training etc.
- Attending site to tour or view operational work activities

Examples include: Persons attending for site tours, ministerial visits, school visits, trainers, consultants, sales representatives etc.

MINIMUM DRESS REQUIREMENTS:

- Long trousers
- Long sleeve shirt
- High visibility vest

AND

- Fully enclosed footwear

NOTES:

- Visitors are not regular attendees to site - they are persons who are only on site for a short period of time only and are escorted at all times by nominated Territory Generation Personnel
- Persons conducting visitation type activities in operational areas shall be escorted at all times
- The above minimal dress requirements may be escalated to Section 9.3 requirements if required.

ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:

- Additional Personal Protective Equipment (PPE) shall be worn depending on the site areas being accessed and at the direction of escorting Territory Generation Personnel.

SECTION 9.7 - DELIVERY DRIVERS ENTERING OPERATIONAL SITES**APPLIES TO PERSONS:**

- Entering operational sites to deliver goods to designated unloading areas

MINIMUM DRESS REQUIREMENTS APPLY IF EXITING THE VEHICLE FOR UNLOADING:

- Long trousers
- Long sleeve shirt
- High visibility vest

AND

- Fully enclosed footwear

NOTES:

- Delivery drivers shall be escorted at all times by nominated Territory Generation Personnel
- The above minimal dress requirements may be escalated to Section 9.3 requirements if required.

ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:

- Additional Personal Protective Equipment (PPE) shall be worn depending on the nature and location of the work and shall be at the direction of escorting Territory Generation Personnel.

10. Operational clothing and PPE

10.1 Initial issue and replacement

- a) An *Operational Clothing and PPE Request Form* (See Appendix 1- Page 1) shall be completed for all new, additional or replacement operational clothing and PPE
- b) Operational clothing issue is replaced on an old for new/one for one basis with old uniforms to be returned to the relevant administration issuing officer on receipt on new.
- c) All items issued to employees shall be classed as consumables and shall remain the property of Territory Generation throughout its life
- d) Basic individual PPE will be issued to all new operational personnel and other personnel if identified as required by their Line Manager/Supervisor; and shall comprise of: Class 5 ear muffs, safety glasses and hard hat.
- e) Additional individual PPE shall only be issued on approval by the relevant Line Manager/Supervisor
- f) Issued basic individual PPE shall be used and maintained in accordance with manufacturers' instructions
- g) Basic PPE shall be held as a stock item at all sites. Defective or faulty PPE must not be used and shall immediately be removed from service and replaced via Generation Stores

10.2 Order process:

- a) See Appendix 1 – page 2.

11. Corporate Uniform

- 11.1 For Head Office administrative clothing issue (Corporate uniform) and replacement processes: contact Territory Generation PA.

12. Minimum PPE Requirements

12.1 General requirements

- a) Personal Protective Equipment (PPE) shall be required as identified and in accordance with this procedure.
- b) A task based risk assessment (JSEA or similar risk assessment process) shall be used to identify additional PPE requirements.
- c) Safety Data Sheets (SDS) shall be referred to for PPE requirements when using, handling and storing chemicals.
- d) All PPE shall be used and maintained in accordance with manufacturers' instructions.
- e) Defective or faulty PPE must not be used and shall immediately be removed from service and replaced.
- f) PPE shall be selected, used and maintained in a manner so as to avoid or minimise unacceptable risks by ensuring:
 - Suitability for the purpose
 - Correct fit, and
 - Appropriate maintenance and inspection procedures.

- g) A person to whom PPE and/or industrial clothing has been supplied shall not fail, neglect or refuse to wear this equipment.
- h) The risk control application of providing personal protective equipment should only be considered when:
 - Other control measures are not practicable
 - It is used in conjunction with other methods to provide a greater measure of protection
 - It is specified by legislation as a basic requirement.

12.2 Head protection

- a) Head PPE includes safety helmets (hard hats), sun hats or helmet brims.
- b) Safety helmets shall comply with AS/NZ 1801 and shall be worn when in areas where overhead cranes are in operation and/or when overhead hazards exist.
- c) Helmets shall be inspected before use for dents, cracks, discoloration, weathering, strap condition etc.
- d) Helmets found with a defect or damage shall be destroyed and replaced.
- e) Helmets are to be dated on issue. Helmets in regular use for more than 3 years are to be thoroughly inspected and replaced if deemed appropriate.
- f) Sun hats, preferably a wide brimmed hat or a neck flap or wide brim for a safety helmet; shall be worn when working outdoors in the sun, if risk assessed as appropriate.
- g) Safety helmets shall be worn in all designated operational zones on site and outside of these zones, whenever a task based risk assessment or safe work method statement identifies head hazards.
- h) Bump caps shall be worn when working in confined areas of plant (where a hard hat cannot be worn) and where there is the potential for head strike from pipework and/or other plant structures.

12.3 Eye and face protection

- a) Eye and face PPE includes safety glasses, goggles or face shields.
- b) Eye and face protection shall comply with AS/NZ 1336:1997 and AS/NZ 1337:1992
- c) Safety glasses, goggles or a face shield shall be worn:
 - When task based risk assessment identifies an eye/face hazard exists e.g. protection from flying fragments when grinding, to minimise the effects of flash when welding etc.
 - In areas where mandatory safety signage indicates a specific eye/face protection must be worn
- d) When conducting grinding safety glasses shall be worn under face shield or fitted goggles shall be worn
- e) Prescription safety glasses shall be appropriate for the tasks being performed and include side shields or 'wrap around' frames and where electrical hazards exist, be non-conductive.
- f) Safety glasses shall be inspected before use for scratches, hazing etc. and shall be replaced as required.
- g) Safety glasses shall be carried by all persons who work in or are required to access operational zones, on all sites.

12.4 Hearing protection

- a) Hearing PPE includes ear muffs or ear plugs
- b) Class 5 hearing protection is available on site and shall be worn in all Territory Generation designated hearing protection area/s where it has been assessed that the noise level exceeds 85 dB (A).
- c) Ear plugs are generally single use and should be disposed of after use.
- d) Ear muffs shall be inspected before use for condition and fit and shall be replaced if damaged etc.

12.5 Foot protection

- a) Foot PPE includes safety boots and fully closed in shoes.
- b) Safety boots shall be steel or composite capped complying with AS2210.1 shall be worn by all persons entering, transiting and/or conducting work in operational work areas.
- c) Closed in shoes shall fully cover the foot.

12.6 Hand protection

- a) Hand PPE includes various types of gloves such as PVC, nitrile, leather, LV etc..
- b) Hand protection shall be worn to protect against cuts, lacerations, abrasions, punctures, heat and cold, hazardous material or chemicals, and electrical contact.
- c) The type of hand protection selected will depend on the nature/ location of work as determined by task based risk assessment and SDS, where appropriate.
- d) Gloves should not be worn where there is a risk of entanglement e.g. when operating rotating equipment. If the nature of the work means wearing gloves is unavoidable (i.e. due to associated risks that cannot be controlled by other means) the gloves used shall be form fitting and selected to reduce the risk of entanglement so far as reasonably practicable. Riggers style gloves shall not be used in this instance.
- h) Hand protection shall be carried by all persons who work in or are required to access operational zones, on all sites.

12.7 Respiratory protection

- a) Respiratory protection includes P1 and P2 masks and half or full masks with contaminant filters specific to application etc.
- b) Respiratory protection shall be worn whenever a worker is exposed to concentrations of airborne contaminants which may pose a risk to the health and safety of the worker, or produce an unsafe working condition at a workplace; or where there is an atmosphere that does not have safe oxygen levels
- c) Respiratory protection equipment shall comply with AS1715 and AS1716.
- d) Respiratory protection shall be inspected before use to ensure it is in good condition and fit for purpose.
- e) The type of respiratory protection selected will depend on the nature/ location of work as determined by task based risk assessment and SDS where appropriate.

12.8 Exemptions

In the event that a medical condition prevents compliance with Sections 9 & 12 the affected worker shall notify their Line Manager/Supervisor who will assess and determine how the

exemption will be managed. For example: A worker may be given an exemption to wear different shoes in designated areas; if they are unable to wear safety boots due to a medical condition.

13 Clothing and PPE Requirements for Electrical Protection

The hierarchy of controls shall be used working with electrical hazards. The preferred controls are by electrically isolating the hazard or by operating the apparatus remotely. Where these controls are unable to be applied appropriate protective clothing and other PPE shall be worn.

a) Protective clothing:

When working on or near electrical apparatus protective clothing worn (including warm and/or wet weather clothing) shall:

- (i) Be clothing covering the fully body (including arms and legs) which has flame retardant properties not inferior to 100% cotton drill with a minimum weight of 185 grams per square metre.
- (ii) Be worn so that the body is covered from neck to wrist to ankle. Shirt, coat or jacket, and/or overall fasteners must be done up to at least the second top button or equivalent; Sleeves shall be rolled down.
- (iii) Have non-metallic fasteners or have fasteners protected by a layer of the same material as that of the garment on both the top and undersides
- (iv) Be maintained in accordance with manufacturers' instructions. NOTE: Ripped, faded or worn clothing does not provide adequate protection from electrical hazards and shall be replaced.

Additional protective clothing and PPE types shall be selected in accordance with a task based risk assessment in consideration of the type of work being performed.

b) Additional protective clothing and PPE

The table below indicates specific additional clothing and PPE that shall be selected for electrical work:

PPE Type	Description
Eye protection	Eye protection without metal frames (constructed of non-conductive material) and complying with AS1337 and selected in accordance with AS1336
Face shield	Face shield certified as rated at 10 cal/cm ² protection.
Arc Flash suit and hood/Switching Jacket	Arc flash suit and hood or switching jacket rated at a minimum of 40 cal/cm ² protection.
Safety Footwear	Shoes or boots complying with AS2210.2 and selected and maintained in accordance with AS2210.1
Insulating gloves	Gloves complying with AS2225 or an equivalent standard and insulated to the highest potential voltage expected for the work being undertaken, air tested each time prior to use.
Flame-resistant gloves	Gloves complying with AS2161.4 e.g. gloves made from leather or other non-melting heat resistant material.
Hearing protection	Ear plugs or muffs complying with AS1270
Safety Helmets	Complying with AS1801

Respiratory protection	Respiratory protection complying with AS1715 and AS1716.
NOTE: Bracelets, rings, neck chains, exposed metal zips, watches, and other conductive items shall not be worn while working on or near exposed energized conductors or live conductive parts.	

Attachment 1 Operational Clothing and PPE Request Form

Complete form and submit to your respective Line Supervisor for approval.

New Additional Replacement Damaged clothing returned YES NO

Requested by _____ Phone No: _____

Location: Southern: RGPS OSPS TCPS YPS

Northern: KPS CIPS WPS HQ

Geminex **Contract #: 2614**

Totally Workwear **Contract # 2642**

Cost Code: 24 293

Note: Requestor to nominate supplier

Qty	Size	OPTIONAL Reflective Strip (circle)	MANDATORY Gm Weight embroidery (Indicate gm)	Item description
		Yes or No		Hi Visibility Long sleeve shirt - Cotton – TGen Logo & Gm Wt.
				Trousers - Cotton - Blue/Navy - TGen Logo & Gm Wt.
		Yes or No		Hi-Visibility Cotton Overalls - TGen Logo & Gm Wt.
		Yes or No		Hi-Visibility Jacket– TGen Logo
				Jeans - Cotton - Blue - TGen Logo & Gm Wt.
				Safety Boots (not to exceed \$250)
				Belt - Black
		Yes or No		Breathable rain coat
				Wide brim hat (not Akubra)
Initial PPE issue through Generation Stores:				
1	n/a		n/a	Hearing Protection – Class 5 Ear Muffs
1	n/a		n/a	Eye Protection - Safety Glasses CLEAR
1	n/a		n/a	Eye Protection - Safety Glasses TINTED
1	n/a		n/a	Head Protection - Hard Hat

Generation Clothing and PPE Employee Agreement:

I _____ acknowledge that I have read, understood and agree to comply with WHS-10 Minimum Dress Code and PPE Procedure. I further agree to return all issued items to T/Generation on cessation of my employment.

Name _____ Signature _____ Date _____

Line Supervisor's Name _____

Line Supervisor's Signature _____ Date _____

Manager (e.g.: Manager North/South, Development Manager etc.) _____

Approved Not Approved Signature _____ Date _____

Territory Generation Operational Clothing Order Process

General information:

1. Issue of operational clothing is to comply with WHS-10 *Minimum Dress Code and PPE Procedure*.
2. All items issued to employees shall be classed as consumables and shall remain the property of Territory Generation throughout its life.
3. Operational clothing issue is replaced on an old for new/one for one basis with old clothing to be returned to the relevant Admin Officer on receipt of new.

Order process:

- a) Employee identifies need for new, additional or replacement operational clothing
- b) Employee checks with relevant Administration Officer* for their previous allocation record.
- c) Employee presents old clothing to Administration Officer for assessment with completed *Operational Clothing and PPE Request Form*
- d) Admin Officer checks old clothing and strikes through un-ordered items on the form.
- e) Employee to give completed form to Line Supervisor for approval and signature
- f) Once form approved by the Supervisor, Employee is to obtain quote from the Supplier.
- g) Once quote received Employee forwards Form and quote to Generation Manager North or South for approval.
- h) Administration officer to enter on spread sheet and save in TRIM Folder F2012/656. Admin officer raise order to supplier.
- i) Supplier to contact Administration Officer when goods are ready to collect. Admin Officer to update the spreadsheet, approve and receipt invoice.
- j) The relevant Administration Officer North/South/HQ will issue clothing received from the Supplier to employees. **NOTE:** Employees are not to pick up clothing directly from the Supplier unless they are authorised to do so by the relevant Administration Officer.
- k) Operational clothing orders will be audited every 6 months by Administration Officer to ensure correct type and quantity are ordered.

Territory Generation Initial PPE Issue Process

1. Issue of initial PPE is to comply with WHS-10 *Minimum Dress Code and PPE Procedure*.
2. Initial PPE shall be issued by the Line Manager to the new employee via T/Generation stores, with instructions for use.

*Admin Officer South - Karen Wyber Contact No: 895 17448

Admin Officer North - Shirley Ballesteros Contact No: 892 46862

Admin Officer HQ – Kyleen Ashman Contact no: 892 58587