INTERNAL COMMUNICATION FORM DEPARTMENT OF HUMAN SERVICES	**Suspense:** Session CAFA0415: 06/17/15
Subject: ADULT/PEDIATRIC FIRST AID, CPR & AED – **OAHU**	Originator: W. Ikemori 6-4971

To: SOs, DAs From: PERS Date: 05/18/15 Memo No. 1

PERS is pleased to announce the **newly condensed/comprehensive series of Adult/Pediatric First Aid, CPR & AED** classes for DHS employees. Compliance with Occupational Safety and Health Administration (**OSHA**) standards requires that employees be adequately trained to perform first aid treatment at the workplace, in the absence of reasonable proximity (available treatment not more than 3 to 4 minutes from the workplace) to a clinic, infirmary, or hospital. This eight-hour course will provide Adult, Child, and Infant First Aid, CPR, and AED certification that is valid for **two years** and meets the requirements for **OSHA standard (29 CFR 1910.151).**

FOR: Employees assigned the responsibility of being their unit's **OSHA** designee for first aid, CPR, and AED for employees whose jobs require direct service contact with infants, children, and adults.

OBJECTIVE: To train participants in the basics of first aid, cardiopulmonary resuscitation (CPR), and the operation of an Automated External Defibrillator (AED).

SCHEDULE: Session **CAFA0415**: July 9, 2015
Time: 8:00am to 4:30pm
Place: Queen Liliuokalani Building, Conference Rooms 1 & 2 (2nd Floor)

REGISTRATION: Please submit a prioritized list of applicants on the attached DHS 104 form **no later than fifteen (15) working days prior to the session date**. Class sizes are limited. Note: participants need to bring the Participant's Manual, a notepad, pencils, and wear comfortable clothing as classroom instruction involves developing "hands-on" skills. Therefore, participants will be required to kneel, bend at the waist, and use hands and arms.

COST: $24.30 per participant (cost to be paid via Journal Voucher for course certification). Please enter **UNIFORM ACT CODE** on the attached DHS 104 form.

PARKING: Participants need to arrange parking through their respective Branch/Division Administration. Carpooling or use of public transportation is also encouraged.

ACCOMMODATIONS: Requests for accommodation (e.g., sign or other language interpreter, large print materials, van accessible parking) must be received by PERS-TS **no later than ten (10) working days prior to the training event.** If you have any questions regarding registration procedures, please contact Pauline Chun at 586-4970/ 586-4959 (TTY). Although each DHS office will try to fill your request, resources are limited. If a resource is not available, an alternative will be used to meet your needs.

Karl Omaisi
for PERS

cc: DIR