

INTERNAL

COMMUNICATION FORM

DEPARTMENT OF HUMAN SERVICES

Suspense:Session SFA814: 10/21/14
Session SFA914: 11/19/14

Subject: STANDARD FIRST AID COURSE – OAHU

Originator: W. Ikemori 6-4971

To: SOs, DAs

From: PERS

Date: 10/08/14

Memo No. 1

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

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

OBJECTIVE: To train participants in the basics of first aid and cardiopulmonary resuscitation (CPR) for adults, children and infants.

SCHEDULE: Session SFA814: November 13, 2014
Session SFA914: December 11, 2014

Time: 8:00am to 4:30pm

Place: Queen Liliuokalani Building, Conference Rooms 1 & 2

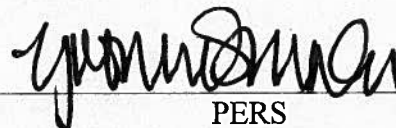
REGISTRATION: Please submit a prioritized list of applicants on the attached DHS 104 form **no later than fifteen (15) working days prior to the session date**. Class size is limited.

Note: Participants need to bring a notepad, pencils, and wear comfortable clothing. *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 DHS 104 form.

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

ACCOMMODATIONS: Requests for accommodations (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 this training event. If you have 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 method will be used to meet your need.**



PERS

c: DIR