

**INTERNAL
COMMUNICATION FORM**
DEPARTMENT OF HUMAN SERVICES

Suspense:
Session: CAFA 1115 10/28/2015

Subject: ADULT/PEDIATRIC FIRST AID, CPR & AED - OAHU

Originator: W. Ikemori Ext: 6-4971

To: SOs/DAs

From: PERS

Date: 10/05/2015

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 & 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, cardio pulmonary resuscitation (CPR), and the operation of an Automated External Defibrillator (AED).

SCHEDULE: Session: **CAFA1115 November 19, 2015**
Time: 8:00am – 4:30pm
Place: Queen Liliuokalani Building
Conference Room 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 transport is also encouraged.

ACCOMMODATION: 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 as resources are limited. If a resource is not available, an alternative will be used to meet your needs.


PERS

cc: DIR