

**INTERNAL  
COMMUNICATION FORM**  
DEPARTMENT OF HUMAN SERVICES

**Suspense:**

Session: CAFA 0116 01/11/2016  
CAFA 0216 02/02/2016  
CAFA 0316 03/09/2016

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

Originator: W. Ikemori Ext: 6-4971

To: SOs/DAs

From: PERS

Date: 12/23/2015

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** First Aid designee and 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:**

Sessions:	<b>CAFA 0116</b>	<b>January 26, 2016</b>
	<b>CAFA 0216</b>	<b>February 24, 2016</b>
	<b>CAFA 0316</b>	<b>March 31, 2016</b>
Time:	8:00am – 4:30pm	
Place:	Queen Liliuokalani Building Conference Room 1 & 2 (2 <sup>nd</sup> 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