

INTERNAL  
COMMUNICATION FORM  
DEPARTMENT OF HUMAN SERVICES

Suspense: **October 12, 2016**

Subject: **Adult/Pediatric CPR/First Aid/AED Training - OAHU**

Originator: **W. Ikemori/PERS-TS  
6-4971**

To: **SOs, DAS**

From: **PERS**

Date: **09/21/16**

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, require employees to 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 (valid for **two years**) and will meet the requirements for OSHA standard (29 CFR 1910.151).

**FOR:** Employees assigned the responsibility of being their unit's OSHA first aid designee and 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).

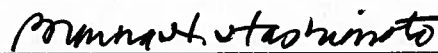
**SCHEDULE:**  
Session: CAFA 1116  
Date: November 3, 2016  
Time: 8:00am – 4:30pm  
Place: Queen Liliuokalani Building, 2<sup>nd</sup> Floor  
Conference Room 1 & 2

**REGISTRATION:** Please submit a prioritized list of applicants on the attached DHS 104 form **no later than the suspense date as noted**. Class size is limited. Note: Participants are to bring the Participant Manual, notepad, pencils, and wear comfortable clothing as classroom instruction involves developing "hands on" skills. 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)  
Enter your Uniform Act Code on the DHS 104 form

**PARKING:** Participants need to arrange parking through their respective Division/Branch 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**. For questions regarding registration procedures, please contact Pauline Chun at 586-4970/586-4959 (TTY). Each DHS office will try to fill requests. As resources are limited, if a resource is not available, an alternative will be used to meet requests.



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cc: DIR