

INTERNAL
COMMUNICATION FORM
DEPARTMENT OF HUMAN SERVICES

Suspense:
Sessions: CAFA 0117 12/27/17
CAFA 0217 01/17/17
CAFA 0317 02/13/17

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

Originator: W. Ikemori /PERS-TS
x- 64971

To: SOs/DAs/EDIRs **From:** PERS **Date:** 12/05/16 **Memo No. 1**

PERS is pleased to announce the next 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 three to four 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).

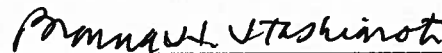
SCHEDULE: Sessions: CAFA 0117 Thursday January 19, 2017
CAFA 0217 Tuesday February 7, 2017
CAFA 0317 Tuesday March 7, 2017
Time: 8:00am – 4:30pm
Place: Queen Liliuokalani Building, Conference Room 1 & 2 (2nd Floor)

REGISTRATION: Please submit a prioritized list of applicants on the attached DHS 104 form no later than the suspense dates as listed above. 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.

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 working days prior to the training event. 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. If you have any questions regarding registration procedures, please contact Pauline Chun at 586-4970/586-4959 (TTY).



PERS

c: DIR