

INTERNAL

COMMUNICATION FORM  
DEPARTMENT OF HUMAN SERVICES

Suspense:

CAFA0218 1/16/18

CAFA0318 2/13/18

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

Originator: R. Honjo/PERS-TS  
x-64972

To: SOs/DAs/EDIRs

From: PERS

Date: 1/2/18

Memo No. 1

PERS is pleased to announce the next Adult/Pediatric First Aid, CPR & AED class 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 OSHA standards. (20 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)

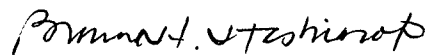
**SCHEDULE:** Session: CAFA0218 Tuesday, February 6, 2018  
CAFA0318 Tuesday, March 6, 2018  
Time: 8:00 am to 4:30 pm  
Place: Queen Liliuokalani Building, Conference Rooms 1 & 2 (2<sup>nd</sup> floor)

**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:** \$25.20 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. Please contact Pauline Chun at 586-4970 or 586-4959 (TTY) if you have questions regarding registration procedures or accommodations. Although each DHS office will try to fill your request, resources are limited. If a resource is not available, an alternative will be used to meet your need.



PERS

Attachment

c: DIR