INTERNAL COMMUNICATION FORM DEPARTMENT OF HUMAN SERVICES	**Suspense:**	Session SFA11: 10/12/10 Session SFA12: 10/21/10 Session SFA13: 11/12/10
Subject: STANDARD FIRST AID COURSE – OAHU	Originator:	W. Ikemori 6-4971

To: SOs, DAs From: APERS Date: 09/01/10 Memo No. 1

PERS is pleased to announce the next series of Standard First Aid classes for DHS employees. Compliance with **Occupational Safety and Health Administration** (OSHA) **standards requires that employees be adequately trained to provide prompt first aid treatment at the workplace**, in absence of reasonable proximity (available treatment not more than 3 to 4 minutes from workplace) to a clinic, infirmary, or hospital. This eight-hour course will provide Standard First Aid and Adult CPR certification. Please note that the Standard First Aid certification is valid for three years and meets the requirements of OSHA standard (29 CFR 1910.151).

FOR: Employees assigned the responsibility of being their unit's **OSHA designee** for Standard First Aid and employees whose jobs require direct service contact with infants, children, and adults.

OBJECTIVE: To train participants in the basics of first aid & cardiopulmonary resuscitation (CPR).

SCHEDULE:
Session SFA11: November 04, 2010
Session SFA12: November 16, 2010
Session SFA13: December 08, 2010

Time: 7:45am to 4:30pm
Place: Queen Liliuokalani Building, Conference Rooms 1 & 2

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 size is limited.
Note: Participants need to bring a notepad, pencils, and wear comfortable clothing. ***Classroom instruction involves developing "hands-on" skills. Therefore, participants will be required to kneel, bend at the waist, and use hands and arms.***

COST: $6.50 per participant (cost to be paid via Journal Voucher for course certification and materials). Please enter **UNIFORM ACT CODE** on DHS 104 form.

PARKING: Participants need to arrange parking through their respective Branch/Division Administration.

Persons who have requests for special needs or reasonable accommodations (e.g., sign or other language interpreter, large print materials, van-accessible parking) must send requests to PERS-TS by one week prior to the suspense date. Standard parking spaces might be made into accessible parking if required for van-accessible parking. If so, a temporary curb ramp will lead to the accessible route to the event. Carpooling and public transportation are encouraged. Although each DHS office will try to fill your request, resources are limited and depend on availability. If a resource is not available, an alternative method might be used to meet your need. For those who have questions concerning registration procedures, please contact Matt Fong at 586-4972 / 586-4959 (TTY).

APERS

c: DIR