


**The UNIVERSITY of WESTERN ONTARIO**  
**Physical Plant and Capital Planning Services Division**

<b>POLICY:</b>			<b>NUMBER:</b> S-3
<b>FIRST AID QUALIFICATIONS</b>			Page 1 of 1
<b>PREPARED BY:</b>  PP&CPSD	<b>AUTHORIZED BY:</b>  D.V.B. Riddell	<b>CLASSIFICATION:</b>  Safety Procedure	<b>EFFECTIVE:</b> September 1, 2004
			<b>SUPERSEDES:</b> May 1, 1982
<p>1.00 The objective of the program will be to provide trained first aid personnel to serve Physical Plant and Capital Planning Services Division (PP&amp;CPSD) staff and the university community in general.</p> <p>2.00 Training programs will normally be conducted during an employee's regular working hours. When attendance at a training session is outside regular working hours, equivalent time-off will be provided at a time suitable to the supervisor.</p> <p>3.00 The following specified positions are required to hold a valid first aid certificate as part of their job functions:</p> <ul style="list-style-type: none"> <li>3.01 Guards in confined space duties.</li> <li>3.02 Supervisors</li> <li>3.03 Stationary Engineers</li> <li>3.04 Transportation &amp; Stores Supervisors</li> <li>3.05 Personnel Van Drivers</li> <li>3.06 Electricians</li> </ul> <p>4.00 Personnel not covered by 3.00 whose knowledge of first aid would be valuable to the Department may attend First Aid Courses subject to the approval of the Director.</p> <p>5.00 Period of training will consist of 16 hours of classroom learning.</p> <p style="padding-left: 20px;">Certification will be valid for three years, at which time individuals will be required to attend an 8 hour re-certification training.</p> <p style="padding-left: 20px;">Individuals whose certification has been expired for more than three months must attend the 16 hour re-certification course.</p>			