

POLICY: FIRST AID QUALIFICATIONS			NUMBER: S-3
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PREPARED BY: Facilities Management (FM)	AUTHORIZED BY: <i>Lynn Logan</i> Lynn Logan	CLASSIFICATION: Safety Policy	EFFECTIVE: July 1, 2015
			SUPERSEDES: September 1, 2004
<p>1.00 The objective of the program will be to provide trained first aid personnel to serve Facilities Management (FM) 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"> 3.01 Guards in confined space duties. 3.02 Supervisors 3.03 Stationary Engineers 3.04 Transportation & Stores Supervisors 3.05 Personnel Van Drivers 3.06 Electricians <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>Certification will be valid for three years, at which time individuals will be required to attend a 16 hour re-certification training.</p>			