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.

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.

3.00 The following specified positions are required to hold a valid first aid certificate as part of their job functions:
   - 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

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.

5.00 Period of training will consist of 16 hours of classroom learning.

Certification will be valid for three years, at which time individuals will be required to attend a 16 hour re-certification training.