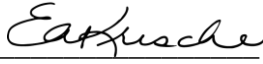


POLICY: FIRST AID QUALIFICATIONS			NUMBER: S-3
			Page 1 of 1
PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Elizabeth Krische	CLASSIFICATION: Safety Policy	EFFECTIVE: April 21, 2022
			SUPERSEDES: July 1, 2015
<p>1.00 The objective of the program will be to provide trained first aid personnel 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 Coordinators 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 an 8 hour re-certification training. The 8 hour recertification can only be done once after the 16 hour certification training, after which the 16 hour must be completed again.</p>			