

First-Aid/CPR/AED Training for Pullman Campus WSU Libraries Employees

WAC 296-307-03905. Make sure that first-aid trained personnel are available to provide quick and effective first aid. You must: Comply with the first-aid training requirements of 29 CFR 1910.151(b) which states: "*In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid.*"

Libraries managers are responsible for ensuring that at least one First-Aid/CPR/AED trained employee in each work location maintains current certification. Many units choose to have more than one or may require all employees to maintain current certification. The Library Administrative Office (LAO) maintains a list of current certifications and will periodically supply the list to the Libraries' Health and Safety Working Group.

The Libraries' will pay for First-Aid/CPR/AED training for Pullman campus Libraries' Faculty, Staff, and A/P employees. Payment is funded administratively and does not come out of your yearly allotment.

To register, please follow these steps:

- 1) Visit the University Recreation web-site to locate a class that meets your schedule:
<http://urec.wsu.edu/training-certification/first-aidcpraed.aspx>

Note the date and time of the class you would like to attend. It is not necessary to download or complete the registration form, and please do not click on "Register Now." Susan will register you for the class.

- 2) Complete and sign the Libraries' Travel Request form:
http://www.wsulibs.wsu.edu/General/Employees/Libraries-Travel-Form_interactive.pdf

Only the employee and immediate supervisor signatures are required on this form for First-Aid/CPR/AED classes. (A WSU Travel Authority form is not needed for on campus training sessions.)

- 3) Submit the completed form to Susan in LAO who will complete the registration and payment process. You will be notified by email when your registration is complete.
- 4) Attend and complete the class. You will receive a certification card of completion.

NOTE: Refunds are not allowed after the registration deadline, so please contact University Recreation, 335-8732, in advance if you cannot attend. You may move your registration to a future scheduled class, if needed.

- 5) First-Aid/CPR/AED certifications are valid for two years.
- 6) Please notify Bonny in LAO (boyan@wsu.edu) upon completion so it can be recorded.