

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 determine dates upcoming classes are being offered. Note the date and time of the class you would like to attend, but do not register for any class via the URec system.

2) Please send an email to your supervisor requesting approval to attend the class indicating the date. Please cc Jenny Yoshikawa & Susan Lundquist on this email. Once your supervisor has approved your request, have them respond by email including Jenny & Susan.

3) Once the email approval is received in LAO, Jenny or Susan 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 may receive a certificate or card of completion, but it is not required.

NOTE: Refunds are not allowed after the registration deadline, so please contact University Recreation, 335-8732, in advance if you are unable to attend. In addition, please notify Jenny or Susan so they can update payment information.

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.