

Ohio Environmental Protection Agency

Office of Safety

Safety Standard Operating Procedure Number: SP 10-7

Date: March 28, 2013

STATUS: FINAL

Title: CPR/First Aid/AED Training

Purpose:

The purpose of this Safety Standard Operating Procedure (SSOP) is to outline the procedures for attending CPR/First Aid/AED Training. It also clarifies which employees are "required" to maintain current CPR/First Aid/AED certification.

Background:

In 2011 the Ohio EPA became an "Authorized Provider" through the American Red Cross for providing CPR/First Aid/AED Training. The Agency has certified instructors in each of our geographic locations. This training is available to all Agency employees, regardless of their current position. All costs associated with this training are paid for by the Safety Office. Employees who successfully complete the training will receive a two year certification from the American Red Cross.

Procedures for Central Ohio Area Employees (CO, CDO, DES, GFO)

1. All scheduled classes will be posted on the Safety Calendar on the Safety intranet site and in the Monthly Safety News that is posted on the "announcements page".
2. Employees interested in signing up for a class should obtain their supervisor's approval and then send an e-mail to john.vlasko@epa.state.oh.us indicating their preferred class date.
3. Employees should sign-up at least 15 days in advance of their chosen class date.
4. Each class has a minimum of six (6) participants and a maximum of ten (10). Classes that do not have the minimum number of participants registered will be cancelled and those employees who were scheduled to attend will be scheduled into the next available class, or the class date of their choice.

Procedures for District Office Employees

1. District Office employees should check with their CPR Program Contact in their respective District on the schedule of upcoming classes in their District.

NEDO – John Schmidt (DSW)

NWDO – Glen Harding (District Administrator)

SEDO – Joe Anderson (District Administrator)

SWDO – Barb Clary (District Administrator)

2. Employees should follow the established procedures in their District office for sign-up.

Employees Required to Maintain CPR/First Aid/AED Certification

1. The following employees are required to maintain current certification:
 - a. Employees who are assigned the “HAZMAT” worker category in the Safety Management System
 - b. Employees who will be operating any type of water craft.
 - c. Employees who perform any electrofishing activities
 - d. Members of the Agency’s Confined Space Entry Team.

Tracking on the Safety Management System (SMS)

1. The employee’s Safety Report on the Safety Management System (SMS) will be updated upon successful completion of the training. The completion date and due date will be entered.
2. Employees will receive an e-mail reminder from the Safety Coordinator approximately 60 days prior to their recertification due date.