

UW POLICY DIRECTORY

Rescinded 11-17-25

APS 10.5 – First Aid Training and Certification Requirements

(Approved by the Vice President for Health Sciences by authority of Executive Order No. 1)

1. Policy

First aid training/certification is required for some University employees. The requirement is based on compliance with the provisions of [Chapter 296-24 WAC](#), "General Safety and Health Standards," and to ensure that all University employees can be afforded quick and effective first aid attention in the event that an injury occurs on the job. Certification is dependent upon passing a course of first aid instruction approved by the Washington State Department of Labor and Industries.

2. Procedures

A. Required First Aid Certification

1. On Campus (including Arboretum, Sand Point Homes, Family Housing-South, Family Housing-North)

a. Dispersed Work Crews

First aid certification is required for all persons in direct charge at the work site for all dispersed crews such as grounds maintenance, plumbers, parking attendants, etc. If the duties of the person in charge require an absence from the crew, another person holding valid first aid certification must be present.

b. Academic, Service, and Research Shops

First aid certification is required for all persons in direct charge of academic, service, and research shops. If the duties of the person in charge require an absence from the shop, another person holding valid first aid certification must be present.

2. Off-Campus

a. Satellite Facilities (including Friday Harbor Laboratories, Pack Forest Research Station, Big Beef Creek Research Station, and the like.)

First aid certification is required for all persons in direct charge of work crews and academic, service, and research shops. If the duties of the person in charge require an absence from the crew or shop, another person holding valid first aid certification must be present.

b. Other Off-Campus Activities

Any academic and/or research field team must have within the group persons with valid first aid certification. The level of first aid training required will depend on the type of activity the team is pursuing; the location; and the availability, response time, and means of communication by and with emergency response units. EH&S will, in concert with each team,

develop the first aid training and certification requirements on a case-by-case basis.

3. How to Obtain First Aid Certification

Contact EH&S to arrange for training.

4. How to Document Certification

When employees have completed the training course and been certified, their units of employment should:

- Enter certification in the organization's training records;
- Post names of certified first aid personnel on employee bulletin boards;
- Prior to expiration of certification (normally three years from date of issue) arrange for refresher training through EH&S; and
- See that those newly appointed to positions requiring first aid certification are trained and certified within 30 days of their appointment.

B. Exemption from First Aid Training Requirements

All employees on campus in fixed work places other than shops are exempted from certification and training provided:

- Emergency phone number 9-911 (or 222) for emergency first aid response is posted on all first aid kits. First aid kits of the size and quantity determined by EH&S, in accordance with [Chapter 296-24 WAC](#), must be maintained in exempt organizations;
- Emergency phone number 9-911 (or 222) is posted on/at all phones in the organization; and
- Organizational employee training records identify those employees who have completed a first aid minicourse.

The minicourse, an abbreviated version of the first aid certification course, covers the essentials of treatment for shock, severe bleeding, and poisoning as well as training in cardiopulmonary resuscitation (CPR). It may be taken by employees in exempt work places in place of certifiable first aid training and will be scheduled by EH&S.

Organizations in exempt work places may and are encouraged to waive the exemption and adopt full first aid training and certification requirements if the supervisor or manager deems it appropriate in accomplishing the organization's mission and responsibilities for employee safety. EH&S is available for consultation and advice.

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