MONASH University

Internal Memo

Attention All current First Aiders

Sender Manory Giertler, OHSE, Clayton

Date 4 January 2006

Subject CPR Renewal

Occupational Health, Safety & Environment (OHSE) records indicate that you will need to complete a CPR refresher course shortly. In accordance with the Monash University First Aid Policy, you are required to update your CPR refresher skills approximately every 6 months for a period of 3 years, at which time, you will need to re-do your First Aid Course. It is extremely important that you undertake this training to gain the experience and confidence to act as a Monash first aider.

Accordingly, please select from one of the forthcoming CPR sessions available from February to April:

OHSCPR001	Friday, 10 February	2.00 - 3.00	Caulfield
OHSCPR002	Friday, 10 February	3.30 - 4.30	Caulfield
OHSCPR003	Thursday, 16 February	2.00 - 3.00	Berwick
OHSCPR004	Thursday, 16 February	3.30 - 4.30	Berwick
OHSCPR005	Friday, 24 February	9.00 - 10.00	Clayton
OHSCPR006	Friday, 24 February	10.30 - 11.30	Clayton
OHSCPR007	Friday, 24 February	12.00 - 1.00	Clayton
OHSCPR008	Wednesday, 15 March	10.00 - 11.00	Clayton
OHSCPR009	Wednesday, 15 March	11.30 - 12.30	Clayton
OHSCPR010	Wednesday, 15 March	1.00 - 2.00	Clayton
OHSCPR011	Friday, 21 April	9.30 - 10.30	Caulfield
OHSCPR012	Friday, 21 April	11.00 - 12.00	Caulfield
OHSCPR013	Friday, 21 April	2.00 - 3.00	Peninsula
OHSCPR014	Friday, 21 April	3.30 - 4.30	Peninsula
OHSCPR015	Thursday, 27 April	10.00 - 11.00	Clayton
OHSCPR016	Thursday, 27 April	11.30 - 12.30	Clayton
OHSCPR017	Thursday, 27 April	1.00 - 2.00	Clayton

Please complete the slip below, making your selection in order of preference, and return it to me as soon as possible. The cost of a CPR session is $35. ***If you have already completed a CPR Refresher in the last 3 months, please disregard this notice.*** If you have any queries in relation to the above, please do not hesitate to contact me on ext. 51016.

Manory Giertler
Manory Giertler
Occupational Health, Safety & Environment

OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENT: CPR REFRESHER TRAINING
(Return to: Ms Manory Giertler, OHSE, Clayton Campus)

Name: .....

Department: .....

Campus: ..... **Building No**: ..... **Ext:**.....

Email: .....

CPR Session: ....

(Preference 1 - Code)	(Preference 2 - Code)	(Preference 3 - Code)
☐☐☐☐☐☐	☐☐☐☐☐☐	☐☐☐☐☐☐☐
(Account)	***(Cost Centre)***	***(Fund)***

I approve the attendance of the above staff member/student at the OHSE course detailed above and acknowledge that course attendance fees will be deducted via general ledger from the above account:

Signature: ..... Date: .....
(Head of Cost Centre)

Occupational Health, Safety & Environment
PO Box 3A
Monash University Victoria 3800
Telephone (+61 3) 9905 1016 Facsimile (+61 3) 9905 2580
Manory.Giertler@adm.monash.edu.au