

**The Chinese University of Hong Kong  
University Health Service**

From : Pauline Kan, UHS To : Head of Departments / Units  
Departmental Safety Co-ordinators  
Directors of Research Institutes

Tel No : X-6436  
Fax No : 2603-5598  
Date : 14 March 2008

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First-Aid Class

The University Health Service in conjunction with the University Safety Office and Hong Kong Red Cross is organising first-aid classes for all interested staff. The successful participants will be awarded with a First Aid Certificate which is valid for 3 years as a qualified first-aider and have to serve as first-aider in the campus.

The tuition time including examination is 5.5 days (9am to 4:30pm, exam on 9am to 12nn), examinations will be 1 week after last lesson. It will be in 4 consecutive Thursdays of Course A and 4 consecutive Tuesdays of Course B

Date : 1. Course A :  
From 20/5/08 to 17/6/08 (Tuesday) (20/5, 27/5, 3/6, 10/6 & 17/6)

2. Course B :  
From 26/6/08 to 24/7/08 (Thursday) (26/6, 3/7, 10/7, 17/7 & 24/7)

Time : 9 am – 12 nn, 1:30 pm - 4:30 pm

Examination : 1. Course A : 24/6/08 (Tuesday 9am to 12nn)  
2. Course B : 31/7/08 (Thursday 9am to 12nn)

The course will be held at 1/F, Health Education Room of the University Health Centre. The language for instruction is Cantonese. There will be no charges for participants (including course fee, books and course materials).

Would department heads or safety co-ordinators endorse the attached application form to be sent to Ms Margaret Chow, Safety Office before 30 April 2008. A notified slip will be sent to the applicant before the course.

For further enquiry, please contact Ms Margaret Chow at Ext.7958. Thank you for the arrangement.

Pauline Kan  
Health Education Officer

cc SK Lam, University Laboratory Safety Office  
ST Yip, University Laboratory Safety Office

To : Ms. Margaret Chow  
University Safety & Environment Office

**Application Form for First-Aid Class**

Date: Class A : 20/5, 27/5, 3/6, 10/6 & 17/6 (Tuesday) 9am – 4:30pm  
Class B : 26/6, 3/7, 10/7, 17/7 & 24/7 (Thursday) 9am – 4:30pm

Examination: Class A : 24/6/08 (Tuesday) 9am – 12nn  
Class B : 31/7/08 (Thursday) 9am – 12nn

Venue : Health Education Room, 1/F University Health Centre

Department : \_\_\_\_\_

Name in English (Block Letters) : \_\_\_\_\_

Name in Chinese : \_\_\_\_\_

Sex : \_\_\_\_\_

HKID No : \_\_\_\_\_

Staff No : \_\_\_\_\_

Tel No : \_\_\_\_\_

Email address : \_\_\_\_\_

Nominated by Department Head : \_\_\_\_\_

Date : \_\_\_\_\_