

INTERNAL

COMMUNICATION FORM

DEPARTMENT OF HUMAN SERVICES

Suspense:

Subject: DHRD Safety Branch Training Schedule:
January – July 2014

Originator: W. Ikemori
6-4971

To: SO/DAs

From: PERS

Date: 12/11/13 Memo No. 1

The Department of Human Resources Development (DHRD) **Safety Branch** has announced its **January to July 2014** Training Schedule.

FOR: All DHS employees as applicable (**see below**):

- All employees and supervisors should attend the Workplace Violence Program (WVP).
- Bargaining Unit 1 (BU1) Non CDL (Commercial Drivers License) employees who have not attended the BU1 Non CDL Drug and Alcohol Testing Orientation Program (**DATU1**) are **required** to attend.
- Supervisors of BU1 Non CDL employees are required to attend the four-hour BU1 Non CDL Drug and Alcohol Testing for Supervisors (**DATU1S**) **once every four (4) years** to administer the reasonable suspicion program.
- Supervisors of HGEA, CDL and BU10 employees are required to attend the three (3) hour combined Drug and Alcohol Testing Program (**CDAT**) **once every five (5) years** to administer the reasonable suspicion program.

SCHEDULE: Refer to attached schedule for class dates, time, and location. This schedule is available on the Department of Human Services Website.

REGISTRATION: Registration procedures are as follows:

1. Submit a prioritized list of employees on the attached DHS 104 Form no later than **15 working days** prior to the scheduled class. Include each employee's identification number on the designated line and submit via **proper division authorization protocols**.
2. Enrollment will be confirmed on a **first-come, first-served basis**. Division Training Coordinators will be notified of approvals.
3. If an employee has been approved and cannot attend, be sure to notify PERS-TS. Cancellations may be made up to **five (5) working days** prior to the start of class.
4. Any changes (substitutions or cancellations) made for classes DHRD conducts, requires a written notification (reason for change) prior to the start of the class.

COST: None.

ACCOMMODATIONS/PARKING: Please note that the participant's DHS Division is responsible for additional costs, if any, related to reasonable accommodations under the Americans with Disabilities Act as amended. Persons who have requests for special needs or reasonable accommodations (e.g., sign or other language interpreter, large print materials, van accessible parking), must send requests to PERS-TS at least **5 working days** prior to the event. Although each DHS office will try to fill your request, resources are limited and depend on availability. If a resource is not available, an alternative method might be used to meet your need. Persons who have special needs (e.g. sign language interpreter, large print materials) or questions regarding registration procedures, please call Pauline Chun at 586-4970/586-4959(TTY).



PERS

c: DIR

Department of Human Resources Development
Safety Training Schedule 1/1/14 – 6/30/14 by Training Program

Workplace Violence Training Program (WVP)

Date	Island	Session #	Time	Location
1/14/14	Oahu	0077 0078	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower 235 S. Beretania St., Rm 204
3/04/14	Oahu	0079 0080	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd
4/15/14	Lanai	0081	9:00 – 11:00am	Lanai Airport Lanai Avenue, Lanai City 96763
4/24/14	Oahu	0082 0083	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower 235 S. Beretania St., Rm 204
5/06/14	Kauai	0084	9:00 – 11:00am	UPW Conference Room 4211 Rice St., Lihue
5/20/14	Oahu	0085 0086	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower 235 S. Beretania St., Rm 204

Drug and Alcohol Testing Program for Supervisors (CDAT)
(CDL, HGEA, BU10)

Date	Island	Session #	Time	Location
1/30/14	Oahu	0078	8:30 – 11:30am	State Office Tower 235 S. Beretania St., Rm 204
3/18/14	Oahu	0079	8:30 – 11:30am	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd
5/07/14	Kauai	0080	12:30 – 3:30pm	UPW Conference Room 4211 Rice St., Lihue
6/26/14	Oahu	0081	8:30 – 11:30am	State Office Tower 235 S. Beretania St., Rm 204

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**BU1 Non CDL Drug and Alcohol Testing Program for Employees
(DATU1)**

Date	Island	Session #	Time	Location
2/25/14	Oahu	0104	9:00 – 11:00am	State Office Tower 235 S. Beretania St., Rm 204
4/15/14	Lanai	0105	1:00 – 3:00pm	Lanai Airport Lanai Avenue, Lanai City 96763
5/07/14	Kauai	0106	9:00 – 11:00am	UPW Conference Room 4211 Rice St., Lihue
5/15/14	Oahu	0107	9:00 – 11:00am	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd

BU1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)

Date	Island	Session #	Time	Location
2/11/14	Oahu	0060	8:30 – 12:30pm	State Office Tower 235 S. Beretania St., Rm 204
4/29/14	Oahu	0061	8:30 – 12:30pm	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd
5/06/14	Kauai	0062	12:30 – 4:30pm	UPW Conference Room 4211 Rice St., Lihue

ErgoSafe: Applied Ergonomics for a Safe Workplace (ERGS)

Date	Island	Session #	Time	Location
2/20/14	Oahu	0009	9:00 – 11:00am	State Office Tower
		0010	1:00 – 3:00pm	235 S. Beretania St., Rm 204
4/03/14	Oahu	0011	9:00 – 11:00am	Aloha Stadium, Hospitality Rm
		0012	1:00 – 3:00pm	99-500 Salt Lake Blvd
6/17/14	Oahu	0013	9:00 – 11:00am	State Office Tower
		0014	1:00 – 3:00pm	235 S. Beretania St., Rm 204