

## INTERNAL

## COMMUNICATION FORM

## DEPARTMENT OF HUMAN SERVICES

## Suspense:

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

Originator: W. Ikemori  
6-4971

To: SO/DAs

From: PERS

Date: 07/10/14 Memo No. 1

The Department of Human Resources Development (DHRD) **Safety Branch** has announced its **July to December 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 7/1/14 – 12/31/14 by Training Program**  
**Workplace Violence Training Program (WVP)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
7/17/14	Oahu	0087 0088	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
8/19/14	Maui	0089	9:00 – 11:00am	UPW Conference Room 841 Kolu Street, Wailuku
9/09/14	Oahu	0090 0091	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower, Room 204 235 S. Beretania Street
10/07/14	Hilo	0092	9:00 – 11:00am	UPW Conference Room 362 E. Lanikaula Street
11/06/14	Oahu	0093 0094	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard

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

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
7/10/14	Oahu	0083	8:30 – 11:30am	State Office Tower, Room 204 235 S. Beretania Street
8/20/14	Maui	0084	12:30 – 3:30pm	UPW Conference Room 841 Kolu Street, Wailuku
10/08/14	Hilo	0085	12:30 – 3:30pm	UPW Conference Room 362 E. Lanikaula Street
10/21/14	Oahu	0086	8:30 – 11:30a	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard

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

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
8/07/14	Oahu	0108	9:00 – 11:00am	State Office Tower, Room 204 235 S. Beretania Street
8/20/14	Maui	0109	9:00 – 11:00am	UPW Conference Room 841 Kolu Street, Wailuku
10/08/14	Hilo	0110	9:00 – 11:00am	UPW Conference Room 362 E. Lanikaula Street
10/30/14	Oahu	0111	9:00 – 11:00am	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard

**BU-1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)**

8/19/14	Maui	0064	12:30 – 4:30pm	UPW Conference Room 841 Kolu Street, Wailuku
8/27/14	Oahu	0065	8:30 – 12:30pm	State Office Tower, Room 204 235 S. Beretania Street
10/07/14	Hilo	0066	12:30 – 4:30pm	UPW Conference Room 362 E. Lanikaula Street
11/18/14	Oahu	0067	8:30 – 12:30pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard

**ErgoSafe: Applied Ergonomics for a Safe Workplace (ERGS)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
7/29/14	Oahu	0015 0016	9:00 - 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
9/23/14	Oahu	0017 0018	9:00 - 11:00am 1:00 – 3:00pm	State Office Tower, Room 204 235 S. Beretania Street
12/09/14	Oahu	0019 0020	9:00 - 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard