

INTERNAL

COMMUNICATION FORM

DEPARTMENT OF HUMAN SERVICES

Suspense:

Subject: County of Hawaii - Health and Safety Division Training  
Schedule August to December 2015 – **Island of Hawaii**

Originator: W. Ikemori 6-4971

To: DAs/QC-Hilo

From: PERS

Date: 8/07/15

Memo No. 1

The Department of Human Resources Development has announced that the **County of Hawaii**, Department of Human Resources Health and Safety Division is inviting State employees to attend various safety related training classes on the island of **Hawaii** (Hilo/Kona).

**SCHEDULE: See attachment**

**LOCATIONS: Hilo** Classes held at:

Schultz Siding, Training Room  
630 E. Lanikaula Street, Hilo, HI 96720

**Kona** Classes held at:

West Hawaii Civic Center – Community Hale  
74-5044 Ane Keohokalole Highway, Kailua-Kona,  
HI 96740.

**REGISTRATION:**

Please submit a prioritized list of nominees on the DHS 104 Form, included with this announcement, no later than **fifteen (15) working days** prior to the session date. Priority will be given to County of Hawaii employees. **Registration is restricted, no walk-ins or late registrants will be permitted.**

**COST:**

None.

Persons who have special needs (e.g. sign language interpreter, large print materials), or those who have questions regarding registration procedures, please contact Pauline Chun 586-4970/586-4959(TTY)

  
PERS

c: DIR

**County of Hawaii**  
**Department of Human Resources**  
**Health & Safety Division**  
**Training Schedule**

**AUGUST - DECEMBER**  
**2015**

*All scheduled trainings in Hilo will be held at the Department of Human Resources (Schultz Siding) Training Room (address: 630 Lanikaula Street, Hilo, HI 96720). All scheduled training in Kona will be held at the West Hawaii Civic Center – Community Hale (address: 74-5044 Ana Keohokalole Highway, Kailua, Kona HI 96740). All training courses are conducted at no cost.*

**Safety and Health Training:**

**First Aid/CPR/AED (8:00am – 3:00pm)**

This is the basic level first aid training program designed to prepare individuals to respond to injuries and sudden illnesses that may arise in the workplace. This course is designed to give individuals the knowledge and skill necessary to prevent, recognize, and provide basic care for injuries and sudden illnesses until advanced medical personnel arrive and take over.

Date:

Location:

August 27, 2015	Kona
September 1, 2015	Kona
September 15, 2015	Hilo
September 21, 2015	Kona
October 6, 2015	Kona
October 13, 2015	Hilo
November 10, 2015	Kona
November 17, 2015	Hilo
December 8, 2015	Hilo
December 29, 2015	Kona

**Defensive Driving Course 4 (DDC4) (8:00am – 12:00noon)**

This National Safety Council training course is designed to heighten the awareness of drivers of all skill levels. Driving distractions, the causes of collisions and crashes, aggressive driving and road rage are some of the topics discussed, as well as basic defenses that can be employed to protect life and property while on the road.

Date:

Location:

September 28, 2015	Hilo
October 29, 2015	Kona

**Personal Protective Equipment/Hazard Communications (PPE/HazCom): (8:30am- 10:30am)**

This training will provide guidance for proper use, selection, limitations, and maintenance of personal protective equipment (PPE). Standards require and training will cover: Hazards of oil chemical produced or imported must be evaluated, and information concerning their hazards must be transmitted to employers and employees. This transmittal of information is to be accomplished by means of a comprehensive hazard communication program, which includes container labeling and other forms of warning, material safety data sheets, and employee training.

Date:

Location:

October 20, 2015  
November 23, 2015  
December 15, 2015

Hilo  
Kona  
Hilo

**Occupational Noise Exposure/Blood Borne Pathogens (Hearing Conservation/BBP): (8:30am-10:30am)**

This training will cover noise and hearing conservation as addressed in specific standards for recordkeeping and general industry. This training is designed to provide a basic understanding of Bloodborne pathogens, common modes of transmission, methods of prevention, and other pertinent information.

Date:

Location:

September 8, 2015  
November 3, 2015  
December 23, 2015

Hilo  
Hilo  
Kona