

**INTERNAL**  
**COMMUNICATION FORM**

**Suspense:** May 2, 2016

**DEPARTMENT OF HUMAN SERVICES**

**Subject:** BLOODBORNE PATHOGENS TRAINING

**Originator:** W. Ikemori @ 6-4971

**To:** SOs/DAs

**From:** PERS

**Date:** 04/15/16    **Memo No.** 1

In conjunction with PERS/ERS ICF dated 11/04/04, PERS announces that PERS-TS will be conducting the two-hour "**Bloodborne Pathogens**" training class. Divisions and Staff Offices must determine which employees have risk of *occupational exposure* to blood borne pathogens (BBP) or other potentially infectious materials (OPIM). "Occupational exposure means reasonable anticipated skin eye, mucous membrane, or parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duties [29 CFR 1910.1030]." DHS management includes employees trained in **first aid**, as they may be exposed to blood or other potentially infectious materials in the course of rendering assistance.

**FOR:** Employee job titles that have a reasonable anticipated risk of contact with blood or other potentially infectious body fluids are encouraged to attend this training.

**OBJECTIVE:** To certify participants in the basics of preventing disease transmission.

**SCHEDULE:**    **Date:**            Wednesday – May 25, 2016  
                         **Time:**            9:00 am to 11:00 am  
                         **Place:**            Queen Liliuokalani Building  
                                            Conference Rooms 1 & 2

**REGISTRATION:** Please submit a prioritized list of applicants on the attached DHS 104 form no later than the suspense date as noted above. Class size is limited to **25 total confirmed participants**. Employees with first aid certifications will be prioritized.  
**Note:** Bloodborne Pathogen Training certificates are to be **renewed** annually.

**COST:**            \$9.00 per participant (cost to be paid via Journal Voucher for course certification).  
                         Please use **UNIFORM ACT CODE** on attached DHS 104 form.

**PARKING:**        Participants need to arrange parking through their respective Branch/Division Administration. Carpooling or use of public transportation is also encouraged.

**ACCOMODATIONS:** Requests for accommodation (e.g., sign or other language interpreter, large print materials, van accessible parking) must be received by PERS-TS no later than **ten (10) working days** prior to this training event. Although each DHS office will try to fill your request, resources are limited. If a resource is not available, an alternative method will be used to meet your need. If you have questions regarding registration procedures, please contact Pauline Chun at 586-4970/586-4959 (TTY).

  
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PERS

cc: DIR