

**INTERNAL
COMMUNICATION FORM**
DEPARTMENT OF HUMAN SERVICES

Suspense

Subject: DHRD Safety Branch Training Schedule: July – December
2017

Originator: Wil Ikemori, x-64971
PERS-TS

To: SOs, DAs, EDIRs

From: PERS

Date: 7/5/17

Memo No. 1

The Department of Human Resources Development (DHRD), Safety Branch, has announced its July to December 2017 Training Schedule.

FOR: All DHS employees as applicable:

Workplace Violence Awareness Training

All employees and supervisors should attend the Workplace Violence Awareness Training Program (“WVP”) that is offered online. The Workplace Violence Awareness Training program has been updated and includes information on active shooter situations. The online on-demand presentation is presented in three parts and takes about 30 minutes to complete each part. The link to the presentation can be found on the DHRD’s Learning and Development page at: Executive On-Demand Learning Library. As an alternative option, employees may sign up for “live” presentations that are also available and listed in the safety training schedule.

Drug and Alcohol Testing Orientation Program

- Bargaining Unit 1 (BU 1) Non CDL (Commercial Driver’s License) employees who have not attended the BU 1 Non-CDL Drug and Alcohol Testing Orientation Program (DATU1) are required to attend.
- Supervisors of BU 1 Non-CDL employees are required to attend the four-hour BU 1 Non-CDL Drug and Alcohol Testing for Supervisors (DATU1S) once every four years to administer the reasonable suspicion program.
- Supervisors of HGEA, CDL and BU 10 employees are required to attend the three-hour combined Drug and Alcohol Testing Program (CDAT) once every five years to administer the reasonable suspicion program.

Other Safety Presentations

There is also other online on-demand safety presentations available through DHRD’s online training catalog. Interested employees with an employee identification number and access to Adobe Connect may register to view these short programs.

SCHEDULE: Refer to attached schedule for class dates, time, and locations.

REGISTRATION: Registration for instructor-led classes are as follows.

Subject: DHRD Safety Branch Training Schedule: July – December 2017

Originator: Wil Ikemori, x-64971
PERS-TS

To: SOs, DAs, EDIRs

From: PERS

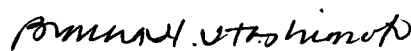
Date: 7/5/17

Memo No.1

1. Submit a prioritized list of employees on the attached DHS 104 Form no later than 15 working days prior to the scheduled class.
2. Enrollment will be confirmed on priority and criteria-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. Cancellation may be made up to five days prior to the start of the 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 division is responsible for additional costs, if any, related to reasonable accommodations under the Americans with Disabilities Act Amendments Act. 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 five 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

Attachment

c: DIR

DAVID Y. IGE
GOVERNOR



JAMES K. NISHIMOTO
DIRECTOR

RYKER WADA
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
235 S. BERETANIA STREET
HONOLULU, HAWAII 96813-2437

June 19, 2017

TO: Department Human Resource Officers
FROM: James K. Nishimoto, Director
Department of Human Resources Development
SUBJECT: July – December 2017 Safety Office Training Schedule

We are pleased to announce that our Workplace Violence Awareness Training Program ("WVP") is now offered online. This online on-demand presentation is presented in three (3) parts and it takes about 30 minutes to complete each part. Due to limitations on how many viewers can access the program at any one time, we ask that you assist us by prioritizing your notification of employees for training as follows:

- Priority 1: All new employees as part of the on-boarding orientation process,
- Priority 2: Employees identified by their operations to attend WVP refresher training.

Our Workplace Violence Awareness Training Program has been updated to include information on active shooter situations. Thus, we feel that all employees would benefit from the updated presentation and ask that you encourage your employee to view the on-demand presentation. If unable to access, live presentations are listed in our safety training schedule. The link to this Workplace Violence Online On-Demand Presentation can be found on the HRD's Learning and Development page at: [Executive On-Demand Learning Library](#).

Also, attached is a listing of other free safety training courses offered by the HRD Safety Office for the second half of 2017. Please disseminate the statewide safety training schedule to your programs. A copy of this safety training schedule can now be downloaded under "What's New" on our HRD website at: <http://dhrd.hawaii.gov/>. Registration and confirmation is through the HRMS Training Registration System. Please schedule in accordance with the following:

- Employees and supervisors can register to attend the Workplace Violence Program (WVP). This course provides employees with safety and health training that includes recognition of conditions and behaviors that may lead to or increase risk of violence.
- BU1 Non CDL 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 must attend the four-hour BU1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S) once every four years.
- Supervisors of HGEA, CDL, and BU10 employees must attend the three-hour Combined Drug and Alcohol Testing Program (CDAT) once every five years.

Also, in our Executive On-Demand Learning Library, please refer to our online, on-demand safety presentations to help meet your safety training compliance needs. All interested employees with an established Adobe Connect may register to view these short presentations. Please have your employees contact your HR staff or have your HR staff contact my Training Office to establish an Adobe account if necessary. We are continually updating our listing of safety presentations and hope that you will find them useful in your accident injury prevention endeavors.

Should you have any questions, please call me at 587-1100 or contact Lily Chu of the Safety Office at 587-1060.

Attachment

c: Department Heads
Florencio G. Baguio, Jr., ECD
Mary Ann Teshima, ASO

Department of Human Resources Development

Safety Training Schedule 7/1/17 – 12/31/17 by Training Program

Workplace Violence Training Program (WVP)

Date	Island	Session #	Time	Location
07/13/17	Oahu	148	1:00 – 3:00 pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
07/26/17	Oahu	149 150	9:00 – 11:00am 1:00 – 3:00 pm	State Office Tower, Room 204 235 S. Beretania Street
8/03/17	Maui	151	1:00 – 3:00 pm	UPW Conference Room 841 Kolu Street, Wailuku
12/05/17	Oahu	152	1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard

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

Date	Island	Session #	Time	Location
9/12/17	Oahu	0124 0125	8:30 – 11:30am 1:00 – 4:00pm	State Office Tower, Room 204 235 S. Beretania Street
10/03/17	Oahu	0126	8:30 – 11:30am	State Office Tower, Room 204 235 S. Beretania Street
11/16/17	Oahu	0127	1:00 – 4:00pm	State Office Tower, Room 204 235 S. Beretania Street
12/05/17	Oahu	0128	8:30 – 11:30am	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard

BU1 Non CDL Drug and Alcohol Testing Program (DATU1)

Date	Island	Session #	Time	Location
7/13/17	Oahu	0131	9:00 – 11:00am	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
8/03/17	Maui	0132	9:00 – 11:00am	UPW Conference Room 841 Kolu Street, Wailuku
9/21/17	Kauai	0133	1:30 – 3:30pm	UPW Conference Room 4211 Rice Street, Lihue

BU1 Non CDL Drug and Alcohol Testing Program (DATU1)

Date	Island	Session #	Time	Location
10/12/17	Oahu	0134 0135	9:00 – 11:00am 1:00 – 3:00 pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
10/24/17	Hilo	0136	1:30 – 3:30 pm	UPW Conference Room 362 E. Lanikaula Street

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

Date	Island	Session #	Time	Location
8/15/17	Oahu	0092	8:30 – 12:30pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
9/21/17	Kauai	0093	8:30 – 12:30pm	UPW Conference Room 4211 Rice Street, Lihue
10/24/17	Hilo	0094	8:30 – 12:30pm	UPW Conference Room 362 E. Lanikaula Street
11/16/17	Oahu	0095	8:00 – 12:00pm	State Office Tower, Room 204 235 S. Beretania Street

Driver's Training Program (DTP)

Date	Island	Session #	Time	Location
7/18/17	Oahu	0029	8:00 – 12:00pm	State Office Tower, Room 204 235 S. Beretania Street
8/03/17	Hilo	0030	8:00 – 12:00pm	DOT-Highways Hawaii District 50 Makaala Street, Hilo, HI.
8/10/17	Maui	0031	8:00 – 12:00pm	DOT-Highways Maui District 650 Palapala Drive, Kahului, HI.
8/24/17	Kauai	0032	8:00 – 12:00pm	DOT-Highways Kauai District 1720 Haleukana Street, Lihue, HI.
9/14/17	Oahu	0033	8:00 – 12:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard