

INTERNAL  
COMMUNICATION FORM  
DEPARTMENT OF HUMAN SERVICES

Suspense:

Subject: DHRD Safety Branch Training Schedule:  
January – June 2018

Originator: W.Ikemori/PERS-TS  
x-6-4971

To: SOs, DAs, EDIRs

From: PERS

Date: 12/01/17

Memo No. 1

The Department of Human Resources Development (DHRD), Safety Branch, has announced its January to June 2018 Training Schedule.

FOR: All DHS employees as applicable (see below)

- Employees and supervisors are required to attend the Workplace Violence Program (WVP). This training may be taken on-line in lieu of instructor-led training and is presented in three parts. The link to this training can be found on the DHRD's Learning and Development page at: [Executive On-Demand Learning Library](#) under popular tags: "Safety-Mandatory Workplace Violence."
- Bargaining Unit 1 (BU 1) Non-CDL (Commercial Driver's License) employees who have not previously 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.
- DHRD has also announced a variety of free, short, on-demand safety presentations available through their website. Interested employees may register (using their employee identification number) to view the presentations.

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

REGISTRATION: Registration for instructor-led classes 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.
2. Enrollment will be confirmed to division training coordinators on a first-come, first-served basis.
3. Cancellations may be made up to five working days prior to the start of the class.
4. Changes such as substitutions or cancellations, requires written notification prior to start of class.

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COST:           None

ACCOMMODATIONS/PARKING: Please note that the participant's DHS office is responsible for additional costs, if any, related to reasonable accommodation 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 contact Pauline Chun at 586-4970/586-4959 (TTY).

  
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PERS

Attachment

c: DIR

**Department of Human Resources Development**

**Safety Training Schedule 01/01/18 – 06/30/18 by Training Program**

**Workplace Violence Training Program (WVP)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
02/01/18	Kauai	153	12:30 – 2:30pm	UPW Conference Room 4211 Rice Street, Lihue
02/15/18	Oahu	154 155	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower, Room 204 235 S. Beretania Street
03/08/18	Oahu	156 157	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
03/29/18	Maui	158	12:30 – 2:30pm	UPW Conference Room 841 Kolu Street, Wailuku
05/03/18	Oahu	159 160	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower, Room 204 235 S. Beretania Street
05/17/18	Hilo	161	12:30 – 2:30pm	UPW Conference Room 362 E. Lanikaula Street

**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>
01/30/18	Oahu	0129	8:30 – 11:30am	State Office Tower, Room 204 235 S. Beretania Street
04/10/18	Oahu	0130	8:30 – 11:30am	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
06/05/18	Oahu	0131	8:30 – 11:30am	State Office Tower, Room 204 235 S. Beretania Street

**Department of Human Resources Development**

**Safety Training Schedule 01/01/18 – 06/30/18 by Training Program**

**(Continued)**

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

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
02/01/18	Kauai	0137	9:00 – 11:00am	UPW Conference Room 4211 Rice Street, Lihue
03/29/18	Maui	0138	9:00 – 11:00am	UPW Conference Room 841 Kolu Street, Wailuku
4/24/18	Kona	0139	1:30 – 3:30pm	Kona Airport Conference Room 73-200 Kupipi Street, Kailua-Kona
05/17/18	Hilo	0140	9:00 – 11:00am	UPW Conference Room 362 E. Lanikaula Street

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

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
02/27/18	Oahu	0096	8:30 – 12:30pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
04/24/18	Kona	0097	8:30 – 12:30pm	Kona Airport Conference Room 73-200 Kupipi Street, Kailua-Kona