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November 16, 2015

TO: Department Personnel Officers

FROM: James K. Nishimoto, Director
Department of Human Resources Development

SUBJECT: January – June 2016 Safety Office Training Schedule

Attached is a listing of free safety training courses offered by the HRD Safety Office for the first half of 2016. 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).
- 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, we are pleased to announce three short on-line, on-demand safety presentations on HRD's on-line training catalog at https://events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?OWASP_CSRFTOKEN=62e4b584857b49cb6b2db6f4ef46bb0708702b4e174220685ca01c55fa9ed236. They are: Ergonomics; Slips, Trips, and Falls; and Surviving an Active Shooter Event. All interested employees with a State email account may register to view these short presentations. We hope to have more safety presentations made available on-line in the near future.

Safety Training Announcement
November 16, 2015
Page 2

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 C. Baguio, Jr., ECD
Mary Ann Teshima, ASO

Department of Human Resources Development
Safety Training Schedule 1/1/16 – 6/30/16 by Training Program

Workplace Violence Training Program (WVP)

Date	Island	Session #	Time	Location
1/12/16	Oahu	0116 0117	9:00 – 11:00 am 1:00 – 3:00 pm	State Office Tower 235 S. Beretania St., Rm 204
2/02/16	Maui	0118	12:30 – 2:30 pm	UPW Conference Room 841 Kolu Street, Wailuku
3/03/16	Hilo	0119	12:30 – 2:30 pm	UPW Conference Room 362 E. Lanikaula Street
3/22/16	Oahu	0120 0121	9:00 – 11:00 am 1:00 – 3:00 pm	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd
4/19/16	Kauai	0122	9:00 – 11:00 am	UPW Conference Room 4211 Rice St., Lihue
6/16/16	Oahu	0123 0124	9:00 – 11:00 am 1:00 – 3:00 pm	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd

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

Date	Island	Session #	Time	Location
1/26/16	Oahu	0097 0098	8:30 – 11:30 am 1:00 – 4:00 pm	State Office Tower 235 S. Beretania St., Rm 204
2/02/16	Maui	0099	8:30 – 11:30 am	UPW Conference Room 841 Kolu Street, Wailuku
3/03/16	Hilo	0100	8:30 – 11:30 am	UPW Conference Room 362 E. Lanikaula Street
3/10/16	Oahu	0101 0102	8:30 – 11:30 am 1:00 – 4:00 pm	State Office Tower 235 S. Beretania St., Rm 204

continued

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

continued

Date	Island	Session #	Time	Location
4/20/16	Kauai	0103	12:30 – 3:30 pm	UPW Conference Room 4211 Rice St., Lihue
5/03/16	Oahu	0104	8:30 – 11:30 am	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd

BU1 Non CDL Drug and Alcohol Testing Program for Employees (DATU1)

Date	Island	Session #	Time	Location
2/23/16	Oahu	0119	9:00 – 11:00 am	State Office Tower 235 S. Beretania St., Rm 204
		0120	1:00 – 3:00 pm	
4/20/16	Kauai	0121	9:00 – 11:00 am	UPW Conference Room 4211 Rice St., Lihue
5/03/16	Oahu	0122	12:30 – 2:30 pm	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd

BU1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)

Date	Island	Session #	Time	Location
2/11/16	Oahu	0075	8:30 – 12:30pm	State Office Tower 235 S. Beretania St., Rm 204
4/12/16	Oahu	0076	8:30 – 12:30pm	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd
4/19/16	Kauai	0077	12:30 – 4:30pm	UPW Conference Room 4211 Rice St., Lihue
5/19/16	Oahu	0078	8:30 – 12:30pm	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd