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November 16, 2017

TO: All Department Heads

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

SUBJECT: January – June 2018 Safety Office Training Schedule

Attached is a listing of free safety training courses offered by the HRD Safety Office for the first half of 2018. Please have your Human Resources Office disseminate this safety training schedule to your programs statewide. A copy of this Safety training schedule can now be downloaded under "What's New" on our HRD website at: <http://hawaii.gov/hrd>. Registration and confirmation is through the HRMS Training Registration System. The Safety courses are as follows:

- Workplace Violence Awareness Training Program (WVP) - This program is required for all employees and has been updated to include information on active shooter situations.
- BU1 Non CDL Drug and Alcohol Testing Orientation Program (DATU1) – This program is required for BU1 Non CDL employees who have not attended previously.
- BU1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S) - Supervisors of BU1 Non CDL employees must attend this four-hour program once every four years.
- Combined Drug and Alcohol Testing Program (CDAT) - Supervisors of HGEA, CDL, and BU10 employees must attend the three-hour program once every five years.

Also, our Workplace Violence Awareness Training Program is now offered online. This online on-demand presentation may be taken in lieu of the live training session and is presented in three (3) parts. Each part takes about 30 minutes to complete. We ask that employees are encouraged to view the on-demand presentation. 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](#) under Popular Tags: "Safety-Mandatory Workplace Violence." Other online, on-demand safety presentations can also be found on this website to help meet your safety training compliance needs. Should you have any questions, please contact Lily Chu of the Safety Office at 587-1060.

Attachment

c: Departmental Human Resources Officers  
Ryker Wada, Deputy Director  
Patricia McDonald, Training Program Manager  
Mary Ann Teshima, ASO

**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