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June 19, 2017

TO: Department Human Resource Officers

FROM: James K. Nishimoto, Director
James K Nishimoto
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 C. 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