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April 17, 2018

TO: All Department Heads

FROM: Ryker Wada, Director *Ryker J. Wada*

SUBJECT: July – December 2018 Safety Office Training Schedule

Attached is a listing of free safety training courses offered by the HRD Safety Office for the last 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 Jason
Minami, Deputy Director
Patricia McDonald, Training Program
Manager Mary Ann Teshima, ASO

Department of Human Resources Development
Safety Training Schedule 7/1/18 – 12/31/18 by Training Program
Workplace Violence Training Program (WVP)

| Date | Island | Session # | Time | Location |
|-------------|---------------|------------------|---------------------------------|---|
| 07/12/18 | Oahu | 0162 0163 | 9:00 – 11:00am 1:00 – 3:00pm | Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard |
| 09/13/18 | Oahu | 0164 | 1:00 – 3:00pm | State Office Tower, Room 204 235 S. Beretania Street |
| 09/25/18 | Maui | 0165 | 12:30 – 2:30pm | UPW Conference Room 841 Kolu Street, Wailuku |
| 10/11/18 | Oahu | 0166 0167 | 9:00 – 11:00am 1:00 – 3:00pm | Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard |
| 12/13/18 | Oahu | 0168 | 9:00 – 11:00am | State Office Tower, Room 204 235 S. Beretania Street |

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

| Date | Island | Session # | Time | Location |
|-------------|---------------|------------------|----------------|---|
| 08/07/18 | Kauai | 0132 | 1:00 – 4:00pm | UPW Conference Room 4211 Rice Street, Lihue |
| 08/30/18 | Oahu | 0133 | 8:30 – 11:30am | State Office Tower, Room 204 235 S. Beretania Street |
| 09/25/18 | Maui | 0134 | 8:30 – 11:30am | UPW Conference Room 841 Kolu Street, Wailuku |
| 10/30/18 | Hilo | 0135 | 1:00 – 4:00pm | UPW Conference Room 362 E. Lanikaula Street, Hilo |
| 11/08/18 | Oahu | 0136 | 8:30 – 11:30am | State Office Tower, Room 204 235 S. Beretania Street |
| 12/06/18 | Oahu | 0137 | 1:00 – 4:00pm | Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard |

BU1 Non CDL Drug and Alcohol Testing Program (DATU1)

| Date | Island | Session # | Time | Location |
|-------------|---------------|------------------|----------------|---|
| 09/13/18 | Oahu | 0141 | 9:00 – 11:00am | State Office Tower, Room 204 235 S. Beretania Street |
| 11/27/18 | Oahu | 0142 | 9:00 – 11:00am | Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard |

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

| Date | Island | Session # | Time | Location |
|-------------|---------------|------------------|----------------|---|
| 07/31/18 | Oahu | 0098 | 8:00 – 12:00pm | Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard |
| 8/07/18 | Kauai | 0099 | 8:00 – 12:00pm | UPW Conference Room 4211 Rice Street, Lihue |
| 10/30/18 | Hilo | 0100 | 8:00 – 12:00pm | UPW Conference Room 362 E. Lanikaula Street, Hilo |
| 12/06/18 | Oahu | 0101 | 8:00 – 12:00pm | Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard |

Driver's Training Program (DTP)

Date Island Session # Time

Location

A separate announcement will be sent to departmental human resource offices.