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November 20, 2018

TO: All Department Heads
FROM: Ryker Wada, Director *Ryker J. Wada*
SUBJECT: January – June 2019 Safety Office Training Schedule

Attached is a listing of free safety training courses offered by the HRD Safety Office for the first half of 2019. 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 1/1/19 – 6/30/19 by Training Program

Workplace Violence Training Program (WVP)

Date	Island	Session #	Time	Location
01/29/19	Oahu	0169	1:00 – 3:00pm	State Office Tower, Room 204 235 S. Beretania Street
02/26/19	Kona	0170	1:00 – 3:00pm	Kona Airport Conference Room 73-200 Kupipi Street, Kailua-Kona
02/28/19	Oahu	0171 0172	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower, Room 204 235 S. Beretania Street
03/05/19	Kauai	0173	12:30 – 2:30pm	UPW Conference Room 4211 Rice Street, Lihue
03/21/19	Oahu	0174 0175	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
04/25/19	Oahu	0176	1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
05/07/19	Oahu	0177 0178	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower, Room 204 235 S. Beretania Street
05/16/19	Hilo	0179	12:30 – 2:30pm	UPW Conference Room 362 E. Lanikaula Street, Hilo

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

Date	Island	Session #	Time	Location
02/26/19	Kona	0138	8:30 – 11:30am	Kona Airport Conference Room 73-200 Kupipi Street, Kailua-Kona
04/25/19	Oahu	0139	8:30 – 11:30am	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
06/04/19	Oahu	0140 0141	8:30 – 11:30am 1:00 – 4:00pm	State Office Tower, Room 204 235 S. Beretania Street
06/27/19	Kauai	0142	1:00 – 4:00pm	UPW Conference Room 4211 Rice Street, Lihue

BU1 Non CDL Drug and Alcohol Testing Program (DATU1)

Date	Island	Session #	Time	Location
01/29/19	Oahu	0143	9:00 – 11:00am	State Office Tower, Room 204 235 S. Beretania Street
03/05/19	Kauai	0144	8:30 – 10:30am	UPW Conference Room 4211 Rice Street, Lihue
04/02/19	Maui	0145	1:30 – 3:30pm	UPW Conference Room 841 Kolu Street, Wailuku
05/16/19	Hilo	0146	9:00 – 11:00am	UPW Conference Room 362 E. Lanikaula Street, Hilo

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

Date	Island	Session #	Time	Location
02/21/19	Oahu	0102	8:30 – 12:30pm	State Office Tower, Room 204 235 S. Beretania Street
04/02/19	Maui	0103	8:30 – 12:30pm	UPW Conference Room 841 Kolu Street, Wailuku
06/18/19	Oahu	0104	8:30 – 12:30pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
06/27/19	Kauai	0105	8:00 – 12:00pm	UPW Conference Room 4211 Rice Street, Lihue