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November 20, 2019

TO: All Department Heads

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

SUBJECT: January – July 2020 Safety Office Training Schedule

Attached is a listing of free safety training courses offered by the HRD Safety Office for the first half of 2020. 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:

- 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.
- Driver’s Training Program (DTP) – This program was developed to address the driving skills of a specific target group: drivers of State vehicles involved in collisions and priority registration will be given to these employees. A separate memo will be sent with specific details regarding this training and a list of employees who should attend.
- Workplace Violence Awareness Training Program (WVP) - This program is required for all employees and has been updated to include information on active shooter situations.

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
Dwight Takeno, ECD Administrator
Patricia McDonald, Training Program Manager
Mary Ann Teshima, ASO