

DAVID Y. IGE
GOVERNOR



RYKER WADA
DIRECTOR

ANDREW T. GARRETT
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
235 S. BERETANIA STREET
HONOLULU, HAWAII 96813-2437

June 23, 2020

TO: All Department Heads

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

SUBJECT: July – December 2020 Safety Office Training Schedule

Attached is a listing of free safety training courses offered by the HRD Safety Office for the last half of 2020. Please have your Human Resources Office (HR 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 are through the HRMS Training Registration System. As a result of the COVID-19 concerns, we have decided to conduct live trainings via Microsoft TEAMS and will disseminate instructions to your HR office at least a week before each course session. 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 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." Should you have any questions, please contact Lily Chu of the Safety Office at 587-1060.

Attachment

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