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November 13, 2020

TO: All Department Heads
FROM: Ryker Wada, Director *Ryker J. Wada*
SUBJECT: January – June 2021 Safety Office Training Schedule

Attached is a listing of free safety training courses offered by the HRD Safety Office for the first half of 2021. 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>. Due to continued COVID-19 concerns, we are conducting live trainings via Microsoft TEAMS and will disseminate instructions to your HR office at least a week before each course session. Registration and enrollment are 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.
- 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 online on-demand presentation is currently under construction and we will let your Human Resources Officers know when it is completed. Thus, please enroll your employees in the live training sessions being conducted via Microsoft TEAMS. Other online, on-demand safety presentations can be found on the HRD’s Learning and Development webpage at: [Executive On-Demand Learning Library](#) 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
Jennifer Mori-Kilbey, acting ECD Administrator
Patricia McDonald, Learning and Development Program Manager
Mary Ann Teshima, ASO