

Department of Human Resources Development

Safety Training Schedule 01/01/23 – 06/30/23 by Training Program

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

(Supervisors of HGEA, CDL, and BU10 employees are required to attend this three-hour course once every five years).

Date	Island	Session #	Time	Location
01/31/23	All	177	8:30 – 11:30am	Microsoft TEAMS Meeting
03/09/23	All	178	1:00 – 4:00pm	Microsoft TEAMS Meeting
06/22/23	All	179	8:30 – 11:30am	Microsoft TEAMS Meeting

BU1 Non CDL Drug and Alcohol Testing Program (DATU1)

(This is a required training for BU01 Non-CDL Employees who have not previously attended).

Date	Island	Session #	Time	Location
02/14/23	ALL	166	9:00 – 11:00am	Microsoft TEAMS Meeting
05/18/23	ALL	167	9:00 – 11:00am	Microsoft TEAMS Meeting

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

(Supervisors of BU1 Non-CDL employees are required to attend this four-hour course once every four years).

Date	Island	Session #	Time	Location
02/28/23	ALL	124	8:30 – 12:30pm	Microsoft TEAMS Meeting
05/23/23	ALL	125	8:30 – 12:30pm	Microsoft TEAMS Meeting

ErgoSafe: Applied Ergonomics for a Safe Workplace (ERGS)

Date	Island	Session #	Time	Location
4/06/23	Oahu	0034	9:00 - 11:00am	State Office Tower 235 S. Beretania St., Rm 204
4/06/23	Oahu	0035	1:00 - 3:00pm	State Office Tower 235 S. Beretania St., Rm 204
6/29/23	Oahu	0036	9:00 - 11:00am	State Office Tower 235 S. Beretania St., Rm 204
6/29/23	Oahu	0037	1:00 - 3:00pm	State Office Tower 235 S. Beretania St., Rm 204

Driver's Training Program (DTP) – ON DEMAND Only
This self-paced course is presented in four (4) parts.
It takes about 1 hour 15 minutes to complete all 4 parts
but each part can be viewed at the employee's convenience.
See attached instructions for the Drivers' Training - Defensive Driver Training Program
in Adobe Captivate Prime or Adobe Connect.

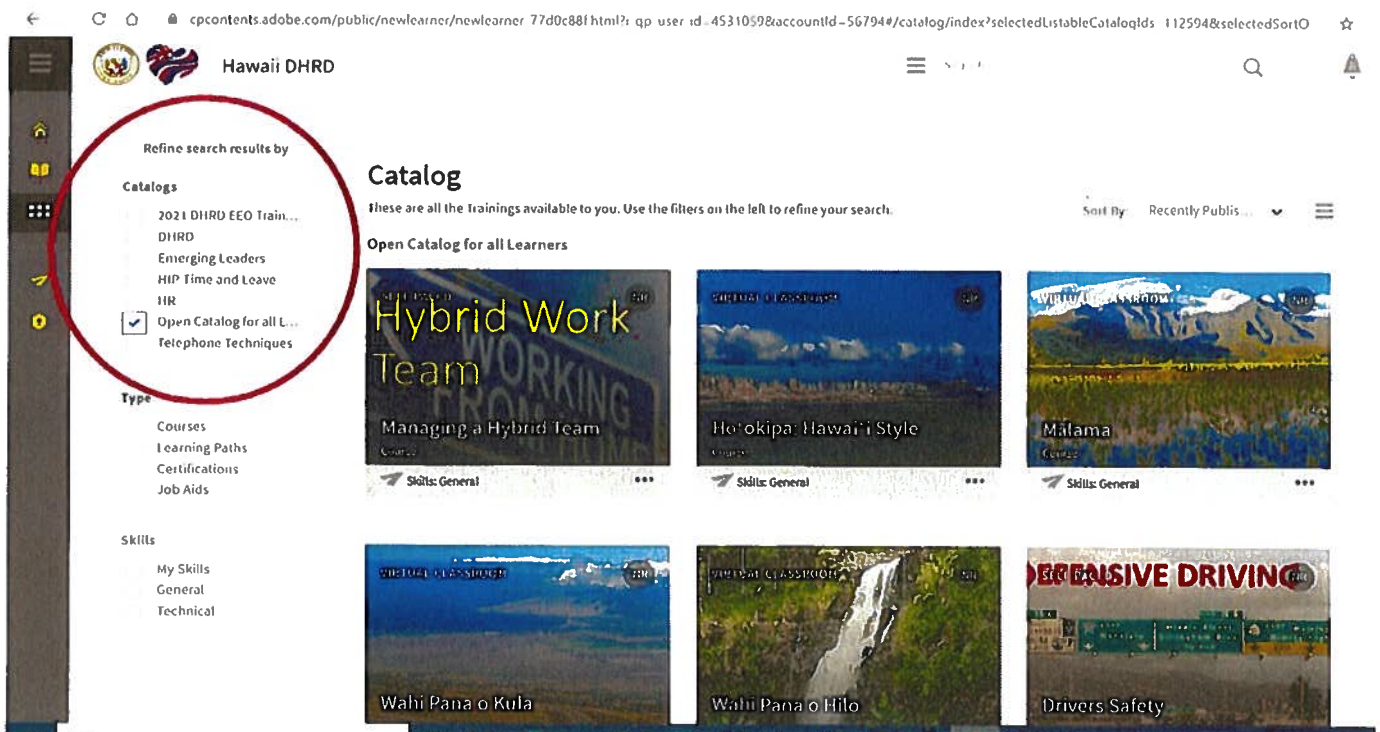
Defensive Driving Driver's Safety Training Program LMS Instructions

*Adobe Captivate Prime users (use work email & password):
<https://captivateprime.adobe.com/primetimehawaii>

Step 1: After you login and click on **Catalog** from the bar on the left.

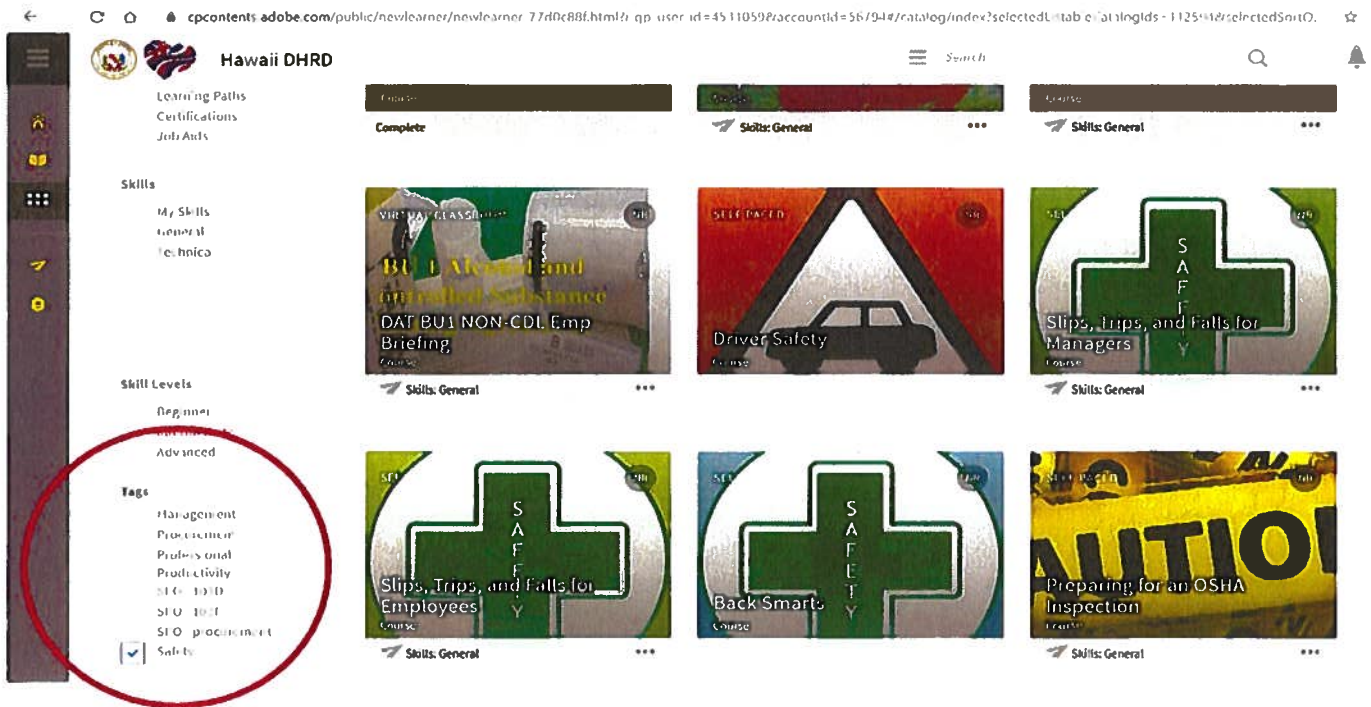


Step 2: Check off "Open Catalog" under **Catalogs**



*Adobe Captivate Prime users (use work email & password):
<https://captivateprime.adobe.com/primetimehawaii>

Step 3: Scroll down to **Tags** and check off "Safety".



Step 4: Look for Drivers Safety - Defensive Driving course



Defensive Driving Driver's Safety Training Program LMS Instructions

*Adobe Connect users (use employee ID & password): <https://events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?from-origin=hidhrd.adobeconnect.com#currentSearchTag=1519339210>

Step 1: Click on "Safety – General Safety" under Popular Tags

The screenshot shows a search results page with the following content:

- Bloodborne Pathogens: Bloodborne Pathogens for Employers**
Monday 5 October 2020, 11:16 AM - Saturday 6 October 2030, 12:16 PM
On-demand 7 minute presentation
Tags: [Safety-General Safety](#)
Buttons: Register, Event Details
- Bloodborne Pathogens: Bloodborne Pathogens for Employees**
Monday 5 October 2020, 11:46 AM - Saturday 6 October 2030, 12:46 PM
On-demand 8 minute presentation
Tags: [Safety-General Safety](#)
Buttons: Register, Event Details
- Electrical Safety: 01. Basics for General Employees**
Monday 5 October 2020, 12:46 PM - Saturday 6 October 2030, 01:46 PM
On-demand 4 minute presentation
Tags: [Safety-General Safety](#)
Buttons: Register, Event Details
- Electrical Safety: 02. Safe Work Practices and PPE**
Monday 5 October 2020, 01:00 PM - Saturday 6 October 2030, 02:00 PM
On-demand 9 minute presentation
Tags: [Safety-General Safety](#)
Buttons: Register, Event Details
- Electrical Safety: 04. Understanding Grounding**

Popular Tags

- [On Demand Presentation](#)
- [Recorded Webinar](#)
- [Webinar](#)
- [Business Writing](#)
- [Civil Rights](#)
- [Communication](#)
- [DISC](#)
- [DOT OCR](#)
- [EEO](#)
- [Emerging Leaders](#)
- [Employee Benefits](#)
- [IT Security](#)
- [Leadership Development](#)
- [New Employee](#)
- [Office Basics](#)
- [Performance Appraisal System](#)
- [Pre-Retirement Series](#)
- [Professional Productivity](#)
- [Return to Work Safety](#)
- [Safety-General Safety](#)
- [Features](#)

A red circle highlights the "Safety-General Safety" tag in the Popular Tags list.

Step 2: Scroll down to the bottom and click on "Next" until you reach the last page

The screenshot shows a search results page with the following content:

- Ergonomics: Ergonomic Basics**
Wednesday 7 October 2020, 10:46 AM - Monday 7 October 2030, 11:46 AM
On-demand 4 5 minute presentation
Tags: [Safety-General Safety](#)
Buttons: Register, Event Details
- Ergonomics: Ergonomic Basics**
Wednesday 7 October 2020, 11:00 AM - Monday 7 October 2030, 12:00 PM
On-demand 4 5 minute presentation
Tags: [Safety-General Safety](#)
Buttons: Register, Event Details
- Ergonomics: Reducing Eyestrain**
Wednesday 7 October 2020, 11:00 AM - Monday 7 October 2030, 12:00 PM
On-demand 3 minute presentation
Tags: [Safety-General Safety](#)
Buttons: Register, Event Details
- Ergonomics: Stretching at Work**
Wednesday 7 October 2020, 11:00 AM - Monday 7 October 2030, 12:00 PM
On-demand 4 5 minute presentation
Tags: [Safety-General Safety](#)
Buttons: Register, Event Details

At the bottom of the page, there is a "Next" button circled in red.

*Adobe Connect users (use employee ID & password): <https://events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?from-origin=hidhrd.adobeconnect.com#currentSearchTag=1519339210>

Step 3: See screenshot of the Defensive Driving courses below.

events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?from-origin=hidhrd.adobeconnect.com#currentSearchTag=1519339210



Driver's Safety: Module 1 - Plan Ahead
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2032, 10:45 AM

This is module 1 of a 5 part series on Driver's Safety

Tags: [Safety-General Safety](#)

[Register](#) [Event Details](#)



Driver's Safety - Module 2: Analyze Surroundings
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2032, 10:45 AM

This is module 2 of a 5 part series on Driver's Safety

Tags: [Safety-General Safety](#)

[Register](#) [Event Details](#)



Driver's Safety - Module 3: Communicate with Others
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2032, 10:45 AM

This is module 3 of a 5 part series on Driver's Safety

Tags: [Safety-General Safety](#)

[Register](#) [Event Details](#)



Driver's Safety - Module 4 part 1: Speed and Space Management
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2032, 10:45 AM

This is module 4, part 1 of a 5 part series on Driver's Safety

Tags: [Safety-General Safety](#)

[Register](#) [Event Details](#)



Driver's Safety - Module 4, part 2: Stops Backing Parking
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2032, 10:45 AM

On-demand module 4, part 2 of a 5 part series on Driver's Safety This is the last module

[Business Training](#)

[Civil Rights](#)

[Communication](#)

[DISC](#)

[DOT OCR](#)

[EEO](#)

[Emerging Leaders](#)

[Employee Benefits](#)

[IT Security](#)

[Leadership Development](#)

[New Employee](#)

[Office Basics](#)

[Performance Appraisal System](#)

[Pre-Retirement Series](#)

[Professional Productivity](#)

[Return to Work Safely](#)

[Safety-General Safety](#)

[Featured Events](#)

***Adobe Connect users (use employee ID & password): <https://events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?from-origin=hidhrd.adobeconnect.com#currentSearchTag=1519339210>**

Step 4: Click on **Register** and follow the instructions highlighted in yellow

events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/event/shared/default_template_simple/event_registration.html?sco_id=4957904148

Event Info | Event Registration

Driver's Safety: Module 1 - Plan Ahead
Monday, April 4, 2022 9:45:00 AM HST - Sunday, April 4, 2032 10:46:00 AM HST

If you have registered with us before, please [click here](#)
Fields marked with (*) are mandatory.

Register using Email

Login *

First Name *

Last Name *

Password *

Verify Password *

Email Address *

[Hints](#)

View Reset

Use Registration Shortcut !

Look LEFT - Click on Blue "**CLICK HERE**" Link

LOGIN = last 6 digits of your Employee ID No.
(never use your E-mail address for Login)

PASSWORD = Your Adobe Connect Password

Hit "Continue" tab

PROBLEMS? - call DHRD Training Office, ph. 587-1050