

JOSH GREEN, M. D.  
GOVERNOR  
KE KIA'ĀINA



BRENNA H. HASHIMOTO  
DIRECTOR  
KA LUNA HO'ŌKELE

SYLVIA LUKE  
LT. GOVERNOR  
KA HOPE KIA'ĀINA

STATE OF HAWAII | KA MOKU'ĀINA O HAWAII  
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT  
KA 'OIHANA HO'OMŌHALA LIMAHANA  
235 S. BERETANIA STREET  
HONOLULU, HAWAII 96813-2437

December 12, 2022

TO: All Department Heads

FROM: Brenna H. Hashimoto, Director *Brenna H. Hashimoto*

SUBJECT: January – June 2023 Safety Branch Training Schedule

The Department of Human Resources Development (DHRD), Employee Claims Division (ECD), Safety Branch's "live" training schedule for the first half of 2023 has been outlined below and can also be found on "What's New" at <http://hawaii.gov/hrd>. We are pleased to offer again, Safety Branch's ergonomic course titled, "ErgoSafe: Applied Ergonomics for a Safe Workplace." To ensure timely sign up, it is recommended that Human Resources Offices distribute DHRD Safety Branch's attached training schedule to its programs as soon as possible.

Live training courses are as follows:

- **BU1 Non-CDL Drug and Alcohol Testing Orientation Program (DATU1)** – This is a required training for BU01 Non-CDL employees who have not previously attended.
- **BU1 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.
- **Combined Drug and Alcohol Testing Program (CDAT)** - Supervisors of HGEA, CDL, and BU10 employees are required to attend this three-hour course once every five years.
- **ErgoSafe: Applied Ergonomics for a Safety Workplace (ERGS)** - This course will be held in person and addresses work-related musculoskeletal injuries to the hands, wrists, arms, shoulders, neck, and back due to improper body mechanics, poor posture, or repetitive motion. Efforts to schedule this course on neighbor islands are pending available training sites.

Registration of live courses will be managed through Adobe Captivate Prime ("Prime"). Employees who do not have Prime accessibility may contact the Safety Branch at

All Department Heads  
December 12, 2022  
Page 2 of 2

(808) 587-1060 for enrollment assistance. The Safety Branch also continues to offer Workplace Violence Awareness, Driver Safety, and other safety training courses on-demand in both the Prime and Adobe Connect.

Please contact the Safety Branch should you have employees that need an auxiliary aid/service or other accommodation due to a disability no later than 15 working days prior to the start of the class. Further questions relating to the contents within Safety Branch's trainings can be directed to the DHRD Safety Branch at (808) 587-1060. Questions related to logging into or accessing Adobe Captivate Prime or Adobe Connect are to be directed to DHRD – Training Branch at (808) 587-1050 or [dhrd.training@hawaii.gov](mailto:dhrd.training@hawaii.gov).

#### Attachments

c: Departmental Human Resources Officers  
Jennifer Mori-Kilbey, ECD Administrator  
Patricia McDonald, Learning and Development Program Manager  
Mary Ann Teshima, ASO