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December 6, 2023

TO: All Department Heads

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

SUBJECT: January to June 2024 Safety Office Training Schedule

The Department of Human Resources Development (DHRD), Employee Claims Division (ECD), Safety Branch's training schedule for the first half of 2024 is attached and can also be found on "What's New" at <http://hawaii.gov/hrd>. We are pleased to offer again, Safety's ergonomic course entitled, "ErgoSafe: Applied Ergonomics for a Safe Workplace." To ensure timely sign-up, it is recommended that Human Resources Offices distribute DHRD Safety's attached training schedule to its programs as soon as possible.

Registration of virtual classroom courses will be managed through Adobe Learning Manager <https://learningmanager.adobe.com/primetimehawaii> and will be conducted through Microsoft Teams. Please contact the DHRD Learning and Development Office, at (808) 587-1050 or [dhrd.training@hawaii.gov](mailto:dhrd.training@hawaii.gov) for questions regarding Adobe Learning Manager accessibility.

**Virtual classroom 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.

**Live training** sessions are provided for:

- **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.

Registration for live courses will be managed through Adobe Learning Manager (ALM). Employees who do not have ALM accessibility can contact the Safety Office at (808) 587-0900 for enrollment assistance. The Safety Office also continues to offer Workplace Violence Awareness, Defensive Driver Safety, and other safety on-demand training courses in the ALM.

**Deadlines** to enroll in the above-mentioned training courses are as follows:

All employees must enroll through ALM at least five (5) working days prior to the start of the scheduled course. Employees who are confirmed and encounter scheduling conflicts within five (5) working days of the course must notify their Human Resources Office to contact DHRD Safety Office immediately.

**Confirmation of attendance** is based on a first-come, first-served basis. Five (5) working days prior to the start of the scheduled course, employees confirmed to attend training and their respective Department Human Resources Office will be emailed the course handouts. For virtual classes, the email will also include the Microsoft Teams link. Employees who are waitlisted will be informed of their enrollment status at least three (3) working days prior to the start of the scheduled course.

DHRD Safety Office also continues to offer Workplace Violence Awareness Training, Defensive Driver's Safety Training, and other safety courses on-demand in the Adobe Learning Manager (see: <https://learningmanager.adobe.com/primetimehawaii>).

Please contact the Safety Office 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's trainings can be directed to Mr. Brandon Nagata. Questions related to other courses offered in Adobe Learning Manager are to be directed to DHRD –Learning and Development Office at (808) 587-1050 or [dhrd.training@hawaii.gov](mailto:dhrd.training@hawaii.gov).

Attachment

c: Departmental Human Resources Officers  
Jennifer Mori-Kilbey, ECD Administrator  
Patricia McDonald, Learning and Development Program Manager  
Marc Togashi, Administrative Services Officer