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June 17, 2024

TO: Department Heads

FROM: Brenna H. Hashimoto, Director

SUBJECT: July – December 2024 Safety Branch Training Schedule

The Department of Human Resources Development (DHRD), Employee Claims Division (ECD), Safety Branch's training schedule for the second half of 2024 is attached and can also be found on "What's New" at <http://hawaii.gov/hrd>. To ensure timely sign up, Departmental Human Resources Offices are requested to distribute the schedule as soon as possible.

Virtual classroom (held via Microsoft Teams) and 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.

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 virtual classroom and live courses will be managed through Adobe Learning Manager (ALM) <https://learningmanager.adobe.com/primetimehawaii>. Employees who do not have ALM accessibility can contact the Safety Branch at (808) 587-0900 for enrollment assistance.

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 Resource Office to contact the DHRD Safety Branch 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.

As a reminder, the DHRD Safety Branch also continues to offer Workplace Violence Awareness Training, Defensive Driver's Safety Training, and other safety courses on-demand in the ALM (<https://learningmanager.adobe.com/primetimehawaii>).

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.

Questions related to safety matters can be directed to Mr. Brandon Nagata. Questions related to other courses offered in ALM are to be directed to the DHRD Training Branch at (808) 587-1050 or 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