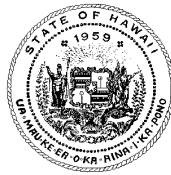


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November 12, 2025

TO: Department Heads

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

SUBJECT: January – June 2026 Safety Branch Training Schedule

The Department of Human Resources Development (DHRD), Employee Claims Division (ECD), Safety Branch's training schedule for the first half of 2026 is attached and can also be found on "What's New" at <http://hawaii.gov/hrd> or at the DHRD Safety Branch website at <https://dhrd.hawaii.gov/state-employees/workers-comp-safety/safety-office>. To ensure timely sign up, Department 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:

- BU 1 Non-CDL Drug and Alcohol Testing Orientation Program (DATU1):
This is a required training for BU 1 Non-CDL Employees who have not previously attended.
- BU 1 Non-CDL Drug and Alcohol Testing Program for Supervisors (DATU1S):
Supervisors of BU 1 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 BU 10 employees are required to attend this three-hour course once every five years.

Live training sessions are provided for:

- Applied Ergonomics for a Safer Workplace (ERGS):
The session would involve a worksite visit and a 30-minute presentation on proper worksite ergonomics. Employees will be provided with onsite support to set up their workstations using the ergonomic guidelines provided. The session will take approximately 1 hour and 30 minutes.

- To schedule an onsite Applied Ergonomics for a Safer Workplace session, please contact the Safety Branch at (808) 587-0900 or dhrd.ecd.safety@hawaii.gov. Once a session has been scheduled, employees from your worksite will be able to register for the training via Adobe Learning Manager (ALM).

Registration for virtual classroom and live courses will be managed through 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 Resources 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 the 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 the Safety Branch at (808) 587-0900 or dhrd.ecd.safety@hawaii.gov. 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