

INTERNAL COMMUNICATION FORM DEPARTMENT OF HUMAN SERVICES		Suspense:
Subject: DHRD Safety Branch Training Schedule: January – June 2013		Originator: W. Ikemori 6-4971
To: SO/DAs	From: PERS	Date: 11/26/12 Memo No. 1

The Department of Human Resources Development (DHRD) **Safety Branch** has announced its **January to June 2013** Training Schedule.

FOR: All DHS employees as applicable (**see below**):

- All employees and supervisors should attend the Workplace Violence Program (WVP).
- Bargaining Unit 1 (BU1) Non CDL (Commercial Drivers License) employees who have not attended the BU1 Non CDL Drug and Alcohol Testing Orientation Program (**DATU1**) are **required** to attend.
- Supervisors of BU1 Non CDL employees must attend the four-hour BU1 Non CDL Drug and Alcohol Testing for Supervisors (**DATU1S**) **once every four (4) years**.
- Supervisors of HGEA, CDL and BU10 employees must attend the three (3) hour combined Drug and Alcohol Testing Program (**CDAT**) **once every five (5) years**.

SCHEDULE: Refer to attached schedule for class dates, time, and location. This schedule is available on the Department of Human Services Website.

REGISTRATION: Registration procedures are as follows:

1. Submit a prioritized list of employees on the attached DHS 104 Form no later than **15 working days** prior to the scheduled class. Include each employee's identification number on the designated line and submit via **proper division authorization protocols**.
2. Enrollment will be confirmed on a **first-come, first-served basis**. Division Training Coordinators will be notified of approvals.
3. If an employee has been approved and cannot attend, be sure to notify PERS-TS. Cancellations may be made up to **five (5) working days** prior to the start of class.
4. Any changes (substitutions or cancellations) made for classes DHRD conducts, requires a written notification (reason for change) prior to the start of the class.

COST: None.

ACCOMMODATIONS/PARKING: Please note that the participant's DHS Division is responsible for additional costs, if any, related to reasonable accommodations under the Americans with Disabilities Act as amended. Persons who have requests for special needs or reasonable accommodations (e.g., sign or other language interpreter, large print materials, van accessible parking), must send requests to PERS-TS at least 5 working days prior to the event. Although each DHS office will try to fill your request, resources are limited and depend on availability. If a resource is not available, an alternative method might be used to meet your need. Persons who have special needs (e.g. sign language interpreter, large print materials) or questions regarding registration procedures, please call Pauline Chun at 586-4970/586-4959(TTY).



PERS

c: DIR

Department of Human Resources Development
Safety Training Schedule 1/1/13 – 6/30/13 by Training Program

Workplace Violence Training Program (WVP)

Date	Island	Session #	Time	Location
1/17/13	Oahu	0061 0062	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower 235 S. Beretania St., Rm 204
2/06/13	Kona	0063	9:00 – 11:00am	Kona Airport Conference Room 73-200 Kupipi St. Kailua-Kona
3/05/13	Oahu	0064 0065	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower 235 S. Beretania St., Rm 204
4/23/13	Kauai	0066	9:00 – 11:00am	UPW Conference Room 4211 Rice St., Lihue
5/14/13	Oahu	0067 0068	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd

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

Date	Island	Session #	Time	Location
1/29/13	Oahu	0069	8:30 – 11:30am	State Office Tower 235 S. Beretania St., Rm 204
2/07/13	Kona	0070	12:30 – 3:30pm	Kona Airport Conference Room 73-200 Kupipi St. Kailua-Kona
4/09/13	Oahu	0071	8:30 – 11:30am	State Office Tower 235 S. Beretania St., Rm 204
4/24/13	Kauai	0072	12:30 – 3:30pm	UPW Conference Room 4211 Rice St., Lihue
6/13/13	Oahu	0073	8:30 – 11:30am	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd

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**BU1 Non CDL Drug and Alcohol Testing Program for Employees
(DATU1)**

Date	Island	Session #	Time	Location
2/07/13	Kona	0096	9:00 – 11:00am	Kona Airport Conference Room 73-200 Kupipi St. Kailua-Kona
3/19/13	Oahu	0097	9:00 – 11:00am	State Office Tower 235 S. Beretania St., Rm 204
4/24/13	Kauai	0098	9:00 – 11:00am	UPW Conference Room 4211 Rice St., Lihue
6/25/13	Oahu	0099	9:00 – 11:00am	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd

BU1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)

Date	Island	Session #	Time	Location
2/06/13	Kona	0052	12:30 – 4:30pm	Kona Airport Conference Room 73-200 Kupipi St. Kailua-Kona
2/21/13	Oahu	0053	8:30 – 12:30pm	State Office Tower 235 S. Beretania St., Rm 204
4/23/13	Kauai	0054	12:30 – 4:30pm	UPW Conference Room 4211 Rice St., Lihue
5/02/13	Oahu	0055	8:30 – 12:30pm	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd

ErgoSafe: Applied Ergonomics for a Safe Workplace (ERGS)

Date	Island	Session #	Time	Location
2/12 /13	Oahu	0001	9:00 - 11:00am	State Office Tower 235 S. Beretania St., Rm 204
5/07/13	Oahu	0002	9:00 - 11:00am	State Office Tower 235 S. Beretania St., Rm 204