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November 16, 2016

TO: Aadel Khandaker

FROM: Aadel Khandaker

SUBJECT: HIOSH LEP Compliance Check

This memo is for documentation regarding DLIR's ongoing LEP compliance checks.

On November 15, 2016, William Kunstman and I conducted a LEP compliance check of the Hawaii Occupational Safety and Health Division (HIOSH) to ensure that DLIR's LEP bulletins and magnets were in view, and that the front line staff were aware of DLIR's language access policy and available resources.

The language access poster in the HIOSH lobby was outdated, so we gave them an updated poster from the Office of Language Access for LEP customers to refer to when they need interpretation. We also distributed additional language access bulletins and magnets. A HIOSH staff member said that the bulletin had been emailed to the whole staff, and one of the bulletins was already in place in the Boiler and Elevator section. The front line staff had some awareness of the DLIR LEP policy, but they will likely benefit from additional follow-up and the scheduled training for all DLIR front line staff and supervisors in January.

Cc: William Kunstman