

## Script for Evidence PowerPoint Video

1. Hello, I'm Administrative Law Judge Rheeah Yoo Avelar with the California Occupational Safety and Health Appeals Board. If your hearing is scheduled to take place on the Zoom videoconferencing platform, you can share and discuss your exhibits on Zoom also. I will explain the steps you need to take.
2. In order to be ready for your hearing, gather all the information, photos, and other proof that will support your position. Then save them to one folder in your computer
3. What can you use as evidence to support your case? These are just a few examples of what you can use as evidence. Once you have collected your evidence, make sure it is saved as a PDF file. Try to save all of the items in one folder so that it is organized and easy to access later.
4. Here are some special tips to avoid errors. Each photo must be saved and loaded individually as a separate PDF. Save videos as mp4, wmv, or mov files. Save audio clips as mp3 files.
5. Now you are ready to file your exhibits! There are just three steps you need to remember. Log in, select an action, then list your exhibit.
6. First, find the Oasis portal to your case. Go to [DIR.CA.GOV](http://DIR.CA.GOV). Then click on OSHA appeals Board - where you can find the Oasis portal to log in.
7. Next, after you log in, look in the top left corner to find the next step. Click on "select action." Then click on the command "add exhibit" to upload each new exhibit to your case.
8. Finally, step three. List your exhibit. Give your exhibit a letter or number. Employers use letters and the Division of Occupational Safety and Health uses numbers. If you are an Employer, this means that your Exhibits will be listed A through Z.
9. For Employers, after finishing the alphabet, then use double A, through double Z, and then triple A, through triple Z. Please use letters only and do not combine letters and numbers.
10. Next, write a brief description of the exhibit. For example, it may be a training record, or it might be a photo of a ladder. Be descriptive, for example, instead of saying certificate, say forklift training certificate. Remember to block out any personal information, like home addresses or birthdays, that does not directly support your case, and if you still need to include it, please write "CONFIDENTIAL" as the first word of the description, so that it may be treated appropriately at the hearing.

11. When you are ready to upload your exhibit, click on chose file. Look through your computer files to find your exhibit folder. Now, select the exhibit, then click on open – and then exhibit will then load into OASIS. One by one, list, describe, and upload each exhibit you want to share at your hearing.
12. At any time, you can confirm that your exhibits are loaded by looking back at your appeal profile.
13. Again, confirm that your exhibits are loaded by reviewing your summary page on Oasis. You will also see that an email confirmation will be sent from Oasis. If you have any questions about loading your exhibits, call the Appeals Board for help. Finally, thank you for watching this video.