

DEPARTMENT OF INDUSTRIAL RELATIONS
**OCCUPATIONAL SAFETY
AND HEALTH APPEALS BOARD**

2520 Venture Oaks Way, Suite 300
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“MAKING THE CASE”

A Series of Workshops

September 22, 2010

9:00 am to 4:00 pm

Ronald Reagan State Building, Auditorium
300 Spring Street, Los Angeles, CA

September 23, 2010

9:00 am to 4:00 pm

CalPERS Building, Board Room
400 P Street, Sacramento, CA

Morning Session:

❖ Preparing the Case

- Overview of Process (Citation issue through Petition for Reconsideration)
- Issuing Citation
- Filing the Appeal
- Informal Conference
- Issues Raised on Appeal Form
- Discovery
- Pre-Hearing
- Witness/Questions
- Documents/Photographs
- Declaration in Lieu
- Stipulations in Lieu

Afternoon Session:

❖ Presenting the Case

- Common Evidentiary Challenges
- Credibility of Witnesses
- Affirmative Defenses
- Do's and Don'ts
- Financial Hardship and Out of Business
- Petitions for Reconsideration, Timeline, etc.
- Questions and Answers

DISABILITY ACCOMMODATION NOTICE: Disability accommodation is available upon request. Any person with a disability requiring an accommodation, auxiliary aid or service, or a modification of policies or procedures to ensure effective communication and access to the public hearings/meetings of the Occupational Safety and Health Appeals Board should contact the Disability Accommodation Coordinator at (916) 274-5721 or the state-wide Disability Accommodation Coordinator at 1-866-326-1616 (toll free). The state-wide Coordinator can also be reached through the California Relay Service, by dialing 711 or 1-800-735-2929 (TTY) or 1-800-855-3000 (TTY-Spanish). Accommodations can include modifications of policies or procedures or provision of auxiliary aids or services, such as an Assistive Listening System (ALS), a Computer-Aided Transcription System or Communication Access Realtime Translation (CART), a sign-language interpreter, documents in Braille, large print or on computer disk, and audio cassette recording. Accommodation requests should be made as soon as possible. Requests for an ALS or CART should be made no later than five (5) days before the meeting.