

# Cal/OSHA 10-Hour General Industry Safety Training

## Participation Requirements:

1. The class will be conducted using Webex Virtual Instructor-Led Training (VILT) format. In order to participate, you must have:
  - o Access to a reliable and stable internet (Broadband internet connection preferred).
2. Desktop, laptop computer or a tablet with microphone and webcam.
3. On-camera\* attendance during the entire course – ***i.e., all 5 sessions*** – is required for successful completion of this course.

## Course Materials:

Student materials will be sent electronically.

## Access:

An invitation with video conferencing access code will be emailed to you in advance of each session's start date.

If you have questions, contact us at [info@montgomeryinvestigations.com](mailto:info@montgomeryinvestigations.com).

*\*It is an OSHA-OTI requirement that all students remain on camera the entire duration of each session of the course. It is OSHA-OTI's expectation that attendees act as if they are in the classroom and must be focused (i.e., not actively doing other things) if they would like to complete the course.*

# Student Webex Tips

Welcome to the new way of learning utilizing the Virtual Instructor-Led Training (VILT) on the video-based platform, Webex. Follow these tips and suggestions for a successful learning experience in our training sessions.

## ***Before Joining a VILT Session in Webex***

- Dress for success by wearing the clothes you believe are appropriate for any classroom setting.
- Find a place that will minimize the distractions and allow you to focus your attention in Live Online class meetings. If possible, consider a place with a simple/neutral background and the best lighting you can achieve.
- Open digital materials/apps/websites (and/or other physical texts/documents) for the meeting.
- Silence your phone and close non-class related websites, including email, to minimize distractions.

## ***Join a VILT Session Meeting 5-10 Minutes Early***

- Login to Webex and set up your viewing options, set up a Webex virtual background image (if desired), update your participant name to your preferred name, and open the chat feature.
- Mute your microphone (and know how to unmute).
- Know how to turn your video on and off, according to your instructor's directions.
- Open the chat feature and the participants list, so you can access the nonverbal replies.

## ***Once a VILT Session Begins***

- Be an active and attentive participant in the class.
- Follow instructor's directions for audio (mute) and video (camera).
- Follow your instructor's preferred method for asking questions. You may be directed to "Raise Your Hand" and wait for acknowledgement (either physically or virtually, using the nonverbal feedback buttons in Webex). You may be directed to type your questions in the chat.

- When speaking, check to see that your microphone is not on mute. Then, start your turn/contribution with your preferred name, so that everyone knows who is talking. This is especially important if your camera is not functioning.
- When you are finished speaking, let others know you have finished and mute your microphone.