



Workplace Safety and Insurance Appeals Tribunal (WSIAT) Representatives' Checklist for a WSIAT Electronic Hearing

The WSIAT is committed to working with parties to provide the best hearing experience for all participants.

We encourage representatives to use the checklist below to help reduce technical problems and delays.

General

Have you checked your WSIAT hearing notice to confirm the hearing type (videoconference or teleconference hearing)?

Have you arranged a pre-hearing meeting with your client (and any witnesses) to prepare for the hearing?

Do your client and witnesses have the equipment required for a teleconference/videoconference?

Videoconference - requires access to a computer, tablet or smartphone with a working webcam and microphone, and a high speed internet connection (3G or 4G/LTE).

Teleconference - requires a telephone.

Headsets are recommended for the best audio experience.

Do you have the best possible set up for the hearing that will provide the best audio/video experience with the least amount of disruption to a hearing?

Videoconference – do all participants have their own computer/tablet in a separate room for the hearing? Each participant should be in their own Zoom square if possible.

Teleconference – do all participants have their own phone in a separate room for the hearing? Participants should not share a phone if possible.

For a Teleconference hearing

Do your client and any witnesses know:

How to call in to the teleconference and the call-in details (Meeting ID and Passcode) for the hearing?

To plug in their phone or keep a charger close by in case their battery runs low?

How to mute their phone?

Which documents will be put to them during the hearing?

For a Videoconference hearing

Have you done a Zoom test and a pre-hearing meeting with your client and any witnesses at <https://zoom.us/test> using the same computer that you will be using for the hearing?

Does everyone know how to call into the videoconference with a telephone if the audio quality is poor on Zoom?

Do you know how to rename yourself on Zoom? (representatives should rename themselves before the hearing, e.g. M. Smith, Worker Representative)

Will any documents be screen shared during the hearing?

If so, have you practiced screen sharing?

If not, do you need to share any documents with individuals in advance of the hearing?

Have you advised the WSIAT that you will be screen sharing during the hearing?

Do your client and any witnesses know:

The log-in details for the hearing? (Meeting ID and Passcode)

Their space should be private and well-lit, with no personal documents visible in the background?

To plug in their device or keep a charger close by in case their battery runs low?

How to turn off their camera?

How to mute?