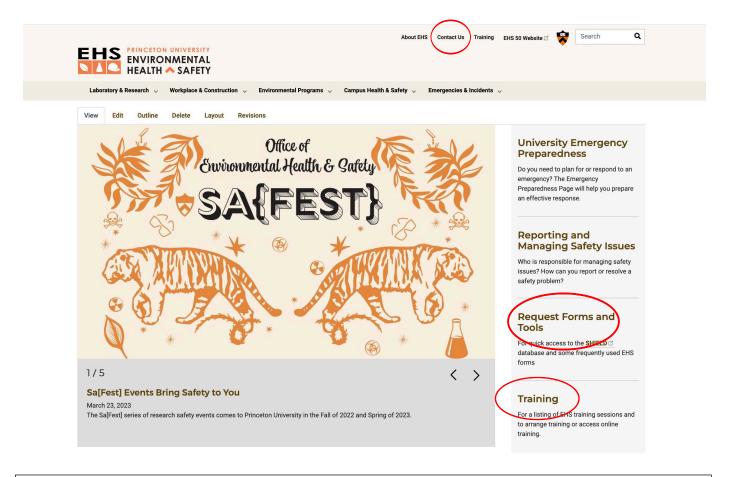
Welcome! A Guide to Useful Features & Navigation on the EHS Website

Useful Features on the Home Page



Contact Us

Do you need to speak to someone in EHS about a safety issue, but you don't know who to talk to or remember the name of the person? Go to the menu at the top of every page and click Contact Us. You'll see a listing of all the EHS staff (with photos for nearly every person) and a description of our areas of responsibility.

Forms and Tools

On the EHS home page, to the right of the photo, look for a Tools link. Click on Tools to go to a Tools landing page with a variety of often-used, especially helpful links and forms. If you use the SHIELD database, this is where you'll link to it.

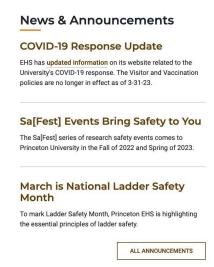
Training

You'll find an overall summary of training offered by EHS in two places:

- Training, on top menu of every EHS page
- The Training bar, on the EHS home page, to the right of the photo

Each session listed in the Training summary page links to the specific page that describes the training in more detail.

More Useful Features on the Home Page





Events

MAY Sa[Fest] Spring Festival of Safety
May 2, 11:00 am
LOCATION: Icahn Laboratory

MAY Sa[Fest] Spring Festival of 2 Safety

May 2, 4:00 pm LOCATION: Icahn Laboratory

MAY Sa[Fest] Spring Festival of 3 Safety

May 3, 11:00 am

LOCATION: Icahn Laboratory

News & Announcements

Click the title of each news item to read the full article.
Click the "All Announcements" button to see the News & Announcements archives.

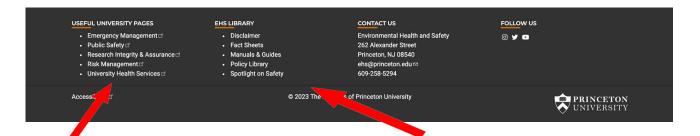
The EHS Twitter Feed

The EHS Twitter feed will regularly tweet safety headlines from around the country and keep you updated on the latest happenings within Princeton EHS.

Events

Keep up with EHS sponsored and other safety-related events on campus.

Useful Information in the Footer



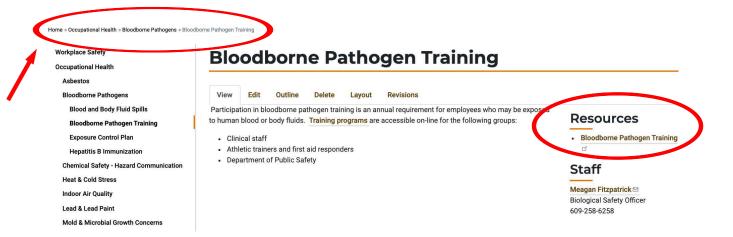
Useful University Pages

EHS works cooperatively with several other University departments, including Public Safety, Risk Management, Employee Health Services and others. Links to each of these departments appear in the footer.

EHS Library

Use the EHS Library for quick access to EHS publications and to our library of health and safety related policies, as well as issues of our Spotlight on Safety newsletter.

Useful Features on the Subject Pages



Use the 'Breadcrumb' Trail

Are you deeply buried in one topic and need to get back to a previous or different page? You can always find a listing of the path you've followed on the left below the orange menu bar. This is called a 'breadcrumb' trail. Each part of the path is a link that will take you back to the specific page shown.

Resources

On some pages you can use the **Resources** section (on the right side of the page) to quickly find a relevant link or file or form. Here is an example from the Bloodborne Pathogen Training page providing a link directly to training page on the Princeton Learn Center website.

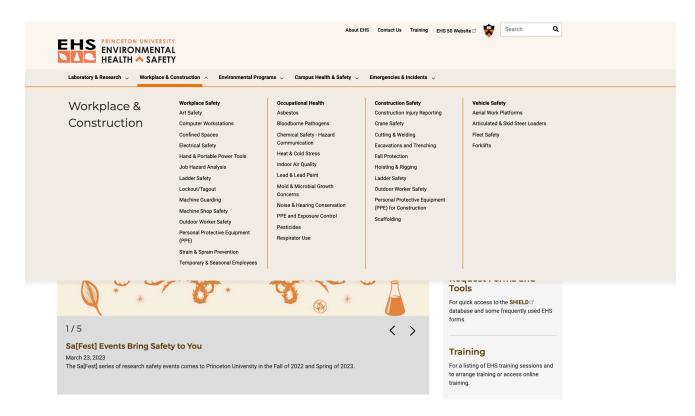
Continue to the next page for tips on how to find the information you need.

Finding the Useful Information You Need on the EHS Website

There are variety of ways to navigate to the information you're interested in, and often there are multiple routes from the same page.

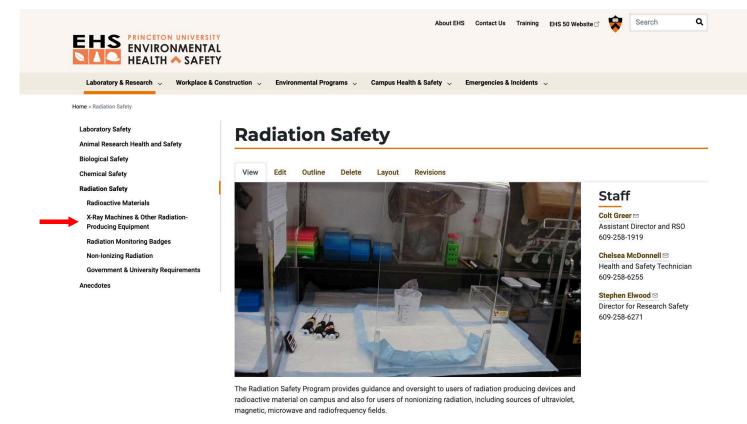
Start with the MegaMenu

If you mouse over any of the five main menu items on the orange bar, a MegaMenu associated with that menu item will appear. This photo shows the main headings associated with Workplace & Construction Safety. Click within the mega menu on any heading of interest to go to a landing page that routes you to more topics under that heading.



Start with the Main Menu headings

Instead of using the MegaMenu, you can directly click on the Main Menu item of interest on the top bar. If you wanted information about safety requirements for x-ray machine users, for instance, you can click on <u>Laboratory & Research</u> on the top bar. From the Laboratory & Research Safety landing page, click on Radiation Safety. From the Radiation Safety landing page (shown below), use the Menu bar on the left to click on X-Ray Machines.



Start with the Search Function

Use the Search field in the upper right corner of every page to enter your search terms of interest.