

Virtual Laboratory Safety Training at Princeton

Enrollment

Attendees should enroll in the session through the [Princeton University Employee Learning Center](#) after completing the online training modules and the final test.

Enrollment for sessions will be locked at noon the day before a session and an announcement will be sent to all registered students providing the meeting information for the zoom meeting.

If you have not received the meeting information, please contact ehs@princeton.edu to make sure you have the information needed to attend.

Joining the Virtual Training Session

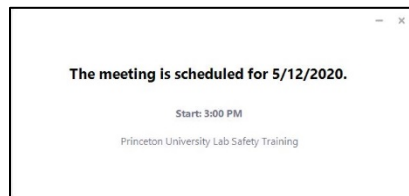
You can use the link in the email to attend the meeting or:

1. Go to: <http://princeton.zoom.us/>
2. Click on Join.
3. Then enter the meeting number.

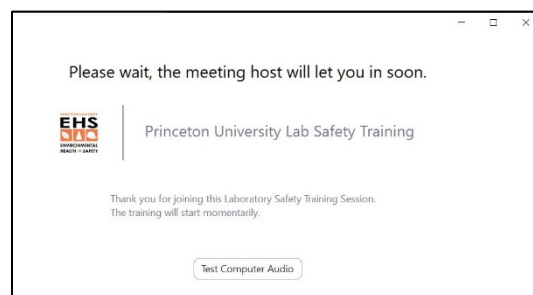
Please provide a name that is recognizable (such as your username)

Please join the training sessions a few minutes early, especially if you have not used Zoom previously or are using a new or unfamiliar device.

Depending on how early you launch zoom, you might see one of two views. If the host has not yet started the training session, you will receive a reminder of date and time that the training is scheduled.



Approximately ten minutes before the start of the session, the host will open the waiting room. This will let you test and adjust your sound and display.

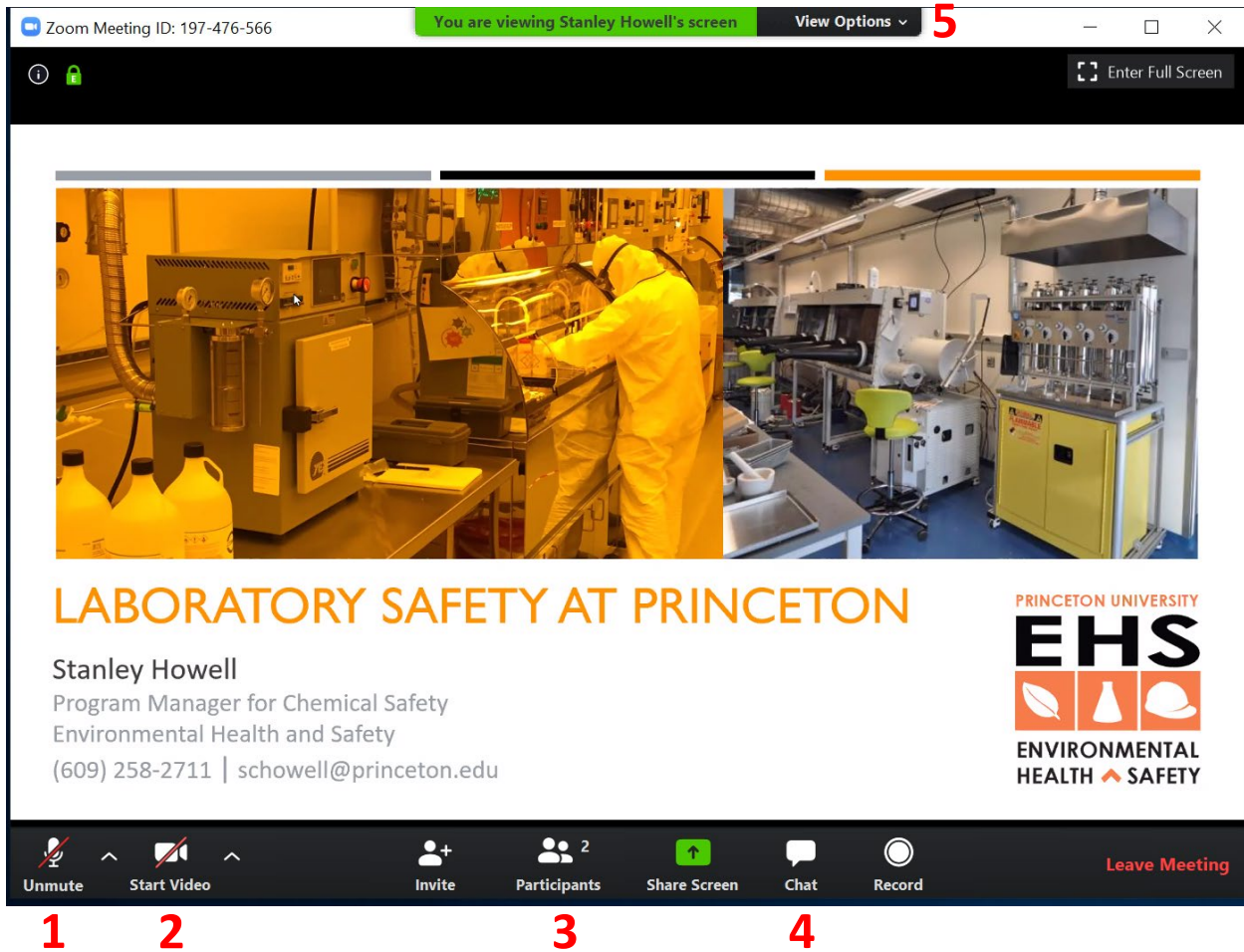


At the start of the session, you will be admitted to the meeting. Attendance will be taken via an opening poll. At the end of the training session, attendance will be taken again with a closing poll.

An Overview of Using Zoom


The following is a brief tutorial to help acclimate you to functions in Zoom which will be used during the virtual training.


When you first join the meeting, you should see something similar to the view below. If the presenter has not joined yet, you may see a simple Zoom splash screen. By default, participants will begin the training session with microphones muted and video off.



The screenshot shows a Zoom meeting window. At the top, the meeting ID is 197-476-566. A green banner indicates "You are viewing Stanley Howell's screen". The main content area displays a presentation slide titled "LABORATORY SAFETY AT PRINCETON" by Stanley Howell, Program Manager for Chemical Safety at Princeton University's Environmental Health and Safety (EHS) department. The slide features a photograph of a person in a yellow hazmat suit working in a laboratory. Below the slide, the Zoom control bar is visible, with red numbers 1 through 4 highlighting the Unmute, Start Video, Participants, and Share Screen buttons respectively.


- **Turning microphone on and off (1).**


If your microphone is not muted, it will show the microphone icon without a red line through the mic and read mute. 

Click on the microphone icon to mute your microphone. (this will help to avoid awkward background noises caught by a live mic). When the microphone is muted it will appear with a red line through the mic and read unmute. 

By default, participants will start with their microphones disabled.

- **Turning video (camera) on and off (2):**

If your video has not been turned off, it will show the movie camera without a red line through the camera and read stop video. 


Click on the camera to turn off your video stream. (the additional video content might make the presentation lag or crash if bandwidth is limiting). When the video is off, the camera icon will appear with a red line through the camera and read start video. 

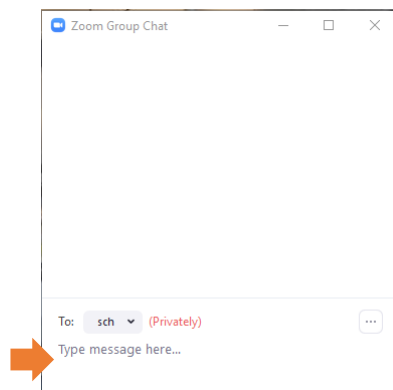
By default, participants will start with their video disabled.

Questions are encouraged!

If you have questions during the presentation, there are a couple of ways to ask questions or provide feedback.

- **Questions can be typed in using the chat feature.**

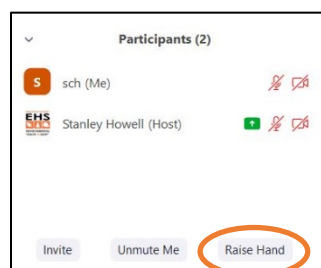
Click on the Chat button (4).  This will open up a dialog box for typing in your question.



Once you hit “Enter” the message will be posted for discussion.

- **Questions can be asked by raising your hand.** (This helps to avoid multiple people talking at once)

Click on Participants (3). This will open another view that shows who is currently participating in the session. At the bottom of the pop-up, there will be button to raise your hand.



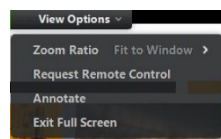
Once your raised hand has been spotted, you will be acknowledged. You can then unmute your microphone by clicking the “Unmute Me” button. (This will change to a “Mute Me” button when your mic is on.)

When you are finished answering your question, click the “Mute Me” to turn off your microphone.

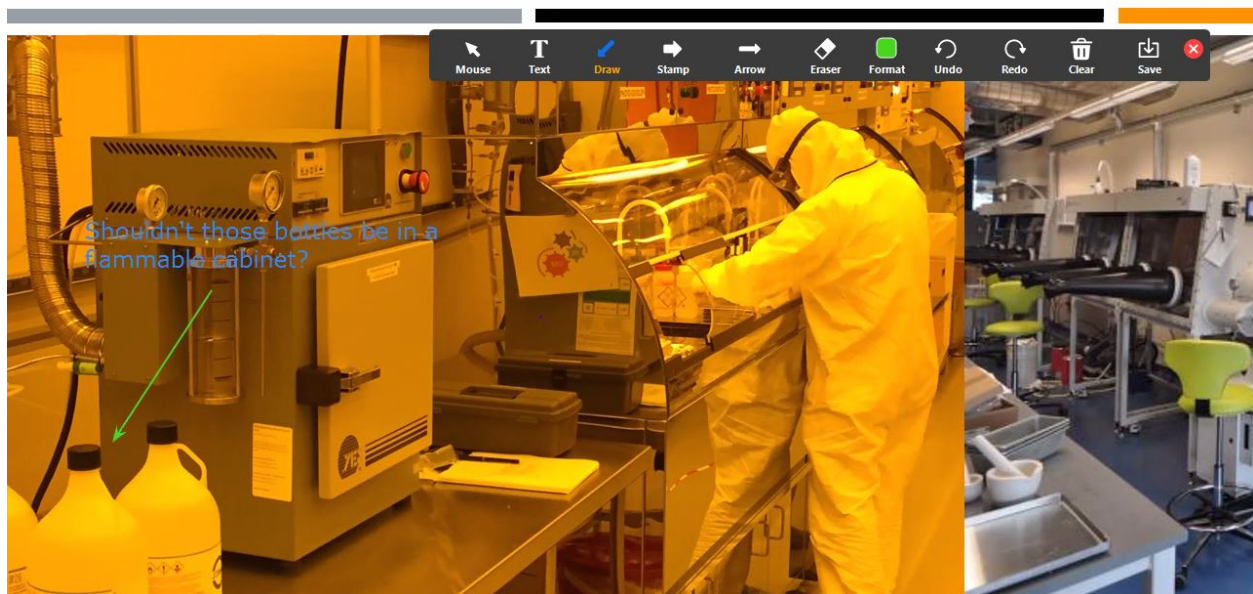
- **Sometimes a picture helps - Annotations.** (Raise hand first!)

There are tools that will allow you to provide some additional annotations on the shared screen. Annotations will be disabled by default. Please “Raise your hand” first to request that this function be enabled.

The annotation function can be accessed by clicking on the “View Options” (5) at the top of your screen will open a pull-down menu.



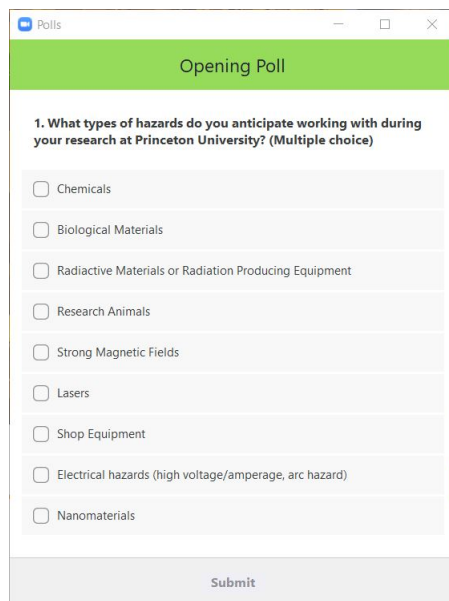
Clicking on “Annotate” will launch a set of tools for providing markup of the displayed screen. (such as the text and arrow shown below).



Polling

Interactive polls will be conducted during the training to help keep participants engaged as well as to help steer the discussion. An opening poll and closing poll will also be conducted to help document user participation and attendance. Please make to respond to the polls when they appear during the training.

Polls will appear over the window displaying the zoom session.



The image shows a screenshot of a web browser window titled "Polls". The main content area has a green header with the text "Opening Poll". Below the header, there is a question: "1. What types of hazards do you anticipate working with during your research at Princeton University? (Multiple choice)". The question is followed by a list of nine options, each with an unchecked checkbox: "Chemicals", "Biological Materials", "Radiative Materials or Radiation Producing Equipment", "Research Animals", "Strong Magnetic Fields", "Lasers", "Shop Equipment", "Electrical hazards (high voltage/ampereage, arc hazard)", and "Nanomaterials". At the bottom of the form is a "Submit" button.

Use the check boxes to select the appropriate responses in the poll then click Submit. The poll window will close after you click Submit.

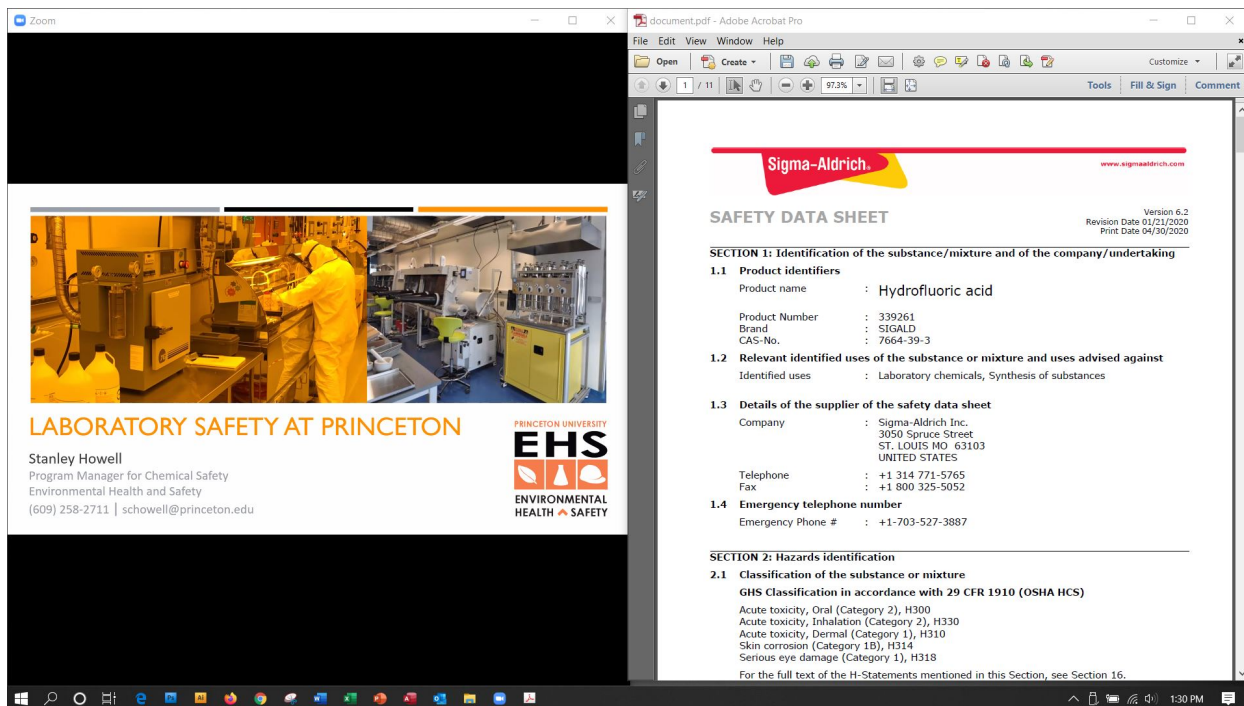
Supplemental Content

During the second half of the training, the role of risk assessment and the utilization of available sources of information will be explored via scenario(s). Historically, during in-person Laboratory Safety Training, participants would be divided into small groups. Handouts would be provided and a series of questions would be discussed using the handouts, first among each of the small groups, then as a collective group.

An aggregated PDF of the handouts for the scenarios are posted on the EHS website and a link will be provide in the email that contains the meeting info. The Supplemental handouts will include:

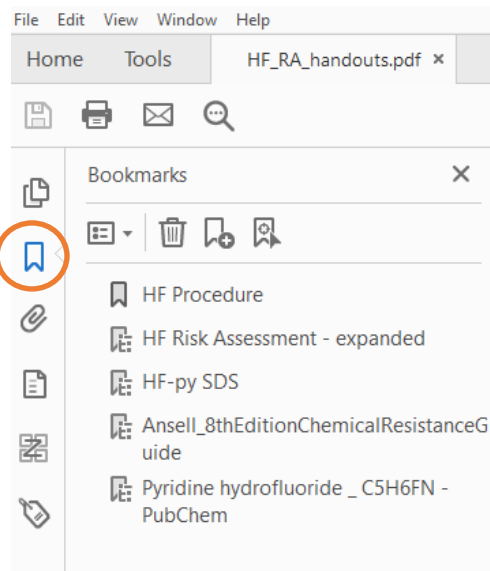
- A copy of a written laboratory procedure
- An outline of a risk assessment breaking the procedure down into steps
- Copy of relevant safety datasheets
- Copy of Ansell's Chemical Resistance Guide
- Excerpts from PubChem

Handouts may be downloaded and printed off (if you find it easier to work from a hard copy). If you plan on working from the electronic pdfs, setting the zoom view and your pdf reader side-by-side is an easy way to be able to access the supplemental content while following what is happening in the training.



To help make it easier to migrate between the different documents, the pdf contains indexed bookmarks which will let you jump to the respective document. To use this function, click on the bookmark to open the book mark panel.

Then click on the respective document to jump to that location.



Troubleshooting

If you accidentally lose connection to the zoom meeting during the training, follow the earlier instructions for joining the meeting. You will rejoin the waiting room for the meeting and will be moved back into the main meeting.