

IIPP Safety Training Instructions

You may use the computers in either LI-108 (check out headphones from the Reserve Desk) or in LI-118 (check out headphones at the front counter). The online IIPP can also be accessed from any computer with an internet connection.

1. Go to mytraining.vipjpa.org/vipjpa.org/vip/Course_Catalog.html
2. Click on the “Injury and Illness Prevention Plan (IIPP)”
3. Complete the **IIPP (Injury and Illness Prevention Plan) training only.**
 - a. The other trainings are not required. However, your supervisor may want you to take them if they apply to the duties you will be performing.
4. Complete the test with 100% score.
 - a. Fill out your name on the Certificate of Completion. Fill in your title as Volunteer. **If your name is not printed on the certificate, you will need to retake the training. Administrative Services will not accept your certificate without a printed name on it and your start date will be delayed.**



5. Print, sign, and return to the hiring department/division along with your other paperwork.