

## **PROCEDURES FOR APPLYING THE SAFETY PERMIT FOR IIUM EVENT (SPIE)**

### **1. PURPOSE**

- a. The Safety Permit for IIUM Event (SPIE) serves the critical purpose of **safeguarding programmes or events that engage in high-risk activities** or pose potential hazards.
- b. It achieves this by offering essential mitigation support through the Occupational Safety, Health & Built Environment (OSHBE) Department.
- c. **Ensuring participant safety** and **adhering to regulations** are paramount within these guidelines.

### **2. SCOPE OF SPIE**

- a. The SPIE needs to be applied by the programme/event organisers who are responsible for conducting **programmes/event involved with high-risk activities** at the International Islamic University Malaysia (IIUM). The programme/event organisers must ensure the safety and well-being of everyone involved in the programme/event.
- b. Any individual, department, or organisation planning to organise a programme/event at IIUM that involves high-risk activities **must apply for the SPIE**. This includes **internal entities within IIUM**, such as academic departments, student organisations, or administrative units, as well as **external organisations or third-party event organisers**.
- c. By applying for the SPIE, the programme/event organisers demonstrate their commitment to safety and acknowledge their responsibility to adhere to the required safety regulations, guidelines, and standards set by the OSHBE Department at IIUM. The SPIE application process allows for the **identification of potential risks** and **the implementation of necessary safety measures** to mitigate those risks, ensuring a safe environment for all involved in the programme/event.

### **3. HIGH-RISK ACTIVITIES**

The following activities are classified as high-risk and necessitate prior approval of SPIE.

<b>NO.</b>	<b>PROGRAMME/EVENT</b>	<b>DESCRIPTION/EXAMPLE</b>
<b>1</b>	<b>Camping</b>	Camping involves spending time outdoors, typically in tents or other temporary shelters, away from urban areas.
<b>2</b>	<b>Water Activities</b>	Water activities include swimming, kayaking, canoeing, and other aquatic adventures.
<b>3</b>	<b>Abseiling</b>	Abseiling (also known as rappelling) involves descending a vertical surface (such as a cliff or building) using ropes and safety equipment.
<b>4</b>	<b>Orienteering</b>	Orienteering is a navigational sport where participants use maps and

		compasses to find specific points in natural terrain.
5	<b>Rock Climbing</b>	Rock climbing involves ascending natural rock formations using hands, feet, and climbing gear.
6	<b>Jungle Trekking</b>	Jungle trekking refers to hiking or walking through dense forests or jungles.
7	<b>Volunteerism and Community Service</b>	Engaging in community service through university programmes that may expose students to unfamiliar environments or potentially dangerous situations. <b>Unfamiliar Environments:</b> <i>Activities that take place in locations where students are not familiar with the local risks, such as natural disaster-prone areas or regions with high crime rates.</i> <b>Potentially Dangerous Situations:</b> <i>Situations where there is a significant risk of harm due to the nature of the work or the environment. Example: Participating in a wildlife conservation project in a forest where there are known to be dangerous animals.</i>
8	<b>Running and Cycling</b>	Running and Cycling in areas with extreme weather, poor visibility, or road traffic (i.e. Highways, Federal Roads, States Roads or Municipal Roads)
9	<b>Student Events and Festivals</b>	Organizing or participating in large-scale events, concerts, or festivals that require crowd management and safety protocols.
10	<b>Field Research and Expeditions</b>	Field research and expeditions in natural environments or remote areas.
11	<b>Cultural Exchange Programmes</b>	For cultural exchange programmes, activities may be considered high-risk based on the following criteria: <b>Destination Risk Level:</b> <i>Travel to countries with high levels of political unrest, crime rates, or known health epidemics.</i> <b>Health and Medical Concerns:</b> <i>Locations with limited access to medical facilities, or where participants may be exposed to diseases not common in their home country.</i>

#### 4. POTENTIAL HAZARD

The following table would help organizers identify potential hazards, and propose control measures for each activity type. This is a preliminary assessment and a more detailed risk assessment would be conducted. A more thorough and specific evaluation will be carried out and would involve a closer examination of the specific context, environment, participants, and other factors related to the activity. It may also involve consulting experts, conducting inspections, site visit and etc.

NO.	ACTIVITY TYPE	POTENTIAL HAZARDS	PROPOSED CONTROL MEASURES
1	Camping	Weather conditions, wildlife encounters, fire safety, food storage, and sanitation.	Weather monitoring, wildlife education, fire safety training, secure food storage, and sanitation facilities.
2	Water Activities	Drowning, hypothermia, water quality, and water currents.	Lifeguards on duty, thermal protection, water quality testing, and current warnings.
3	Abseiling	Equipment failure, falling, and rock instability.	Regular equipment checks, safety harnesses, and geological surveys.
4	Orienteering	Getting lost, dehydration, and exposure to harsh weather conditions.	Maps and compasses, hydration stations, and weather monitoring.
5	Rock Climbing	Falling, rock instability, and equipment failure.	Safety harnesses, geological surveys, and regular equipment checks.
6	Jungle Trekking	Wildlife encounters, getting lost, and exposure to harsh weather conditions.	Wildlife education, maps and compasses, and weather monitoring.
7	Volunteerism and Community Service	Working in unfamiliar environments, potentially dangerous situations, and dealing with difficult individuals or groups.	Training for unfamiliar environments, safety protocols, and conflict resolution training.
8	Running and Cycling	Traffic accidents, extreme weather conditions, and poor visibility.	Traffic control, weather monitoring, and high-visibility clothing.
9	Student Events and Festivals	Crowd control, food safety, and emergency evacuation.	Security personnel, food safety training, and evacuation plans.
10	Field Research and Expeditions	Exposure to harsh environments, wildlife encounters, and equipment failure.	Training for harsh environments, wildlife education, and regular equipment checks.
11	Cultural Exchange Programmes	Health and medical concerns, cultural misunderstandings, and safety in high-risk destinations.	Health checks, cultural sensitivity training, and travel advisories.

## 5. PROCEDURES FOR APPLYING FOR SPIE

- a. The Programme Advisor or Officer-In-Charge should identify **the need for SPIE** based on the **involvement of high-risk activities** in the programme/event.

- b. Refer Paragraph 3 of these Procedures. This section specifically outlines high-risk activities that need to be considered during the process.
- c. Ensure that the SPIE application is submitted at least **2 weeks before** the programme/event is scheduled to commence. Please note that the **approval** of the SPIE is **subject to the submission of complete required documents**.
- d. Complete the SPIE application form and provide accurate and detailed information regarding the programme/event. Ensure that **all the required documents are attached** to the SPIE application form. (*Refer to section 2: Document Checklists*)
- e. Ensure that the application is **completed by the PROGRAMME MANAGER**, who is responsible for overseeing the programme/event.
- f. The completed application should be **checked by the PROGRAMME ADVISOR or OFFICER-IN-CHARGE**, who will review the information provided and verify that all necessary documents are attached.
- g. The application should then be **recommended by the DEAN / DEPUTY DEAN STUDENT AFFAIR / DIRECTOR / HOD / PRINCIPAL**, who holds the authority to endorse the programme/event and confirm its compliance with safety regulations and guidelines.
- h. **All participants** are required to fill in the Appendix I: Indemnity Form.
- i. The OSHBE Department will **review the SPIE application**, assess the provided information and documents, and make a decision regarding the approval of the SPIE.
- j. Once the SPIE is approved, the programme/event organisers should ensure that the safety measures and guidelines are implemented and followed throughout the entire duration of the programme/event.
- k. Remember, the timely submission of the SPIE application and the provision of complete and accurate information, along with the required documents, are crucial for a smooth and efficient approval process.