



# Best Practice Guidelines

Safe Use and Operation of Temporary  
Demountable Fabric Structures





Hire Industry Association of New Zealand (Inc.)

# Best Practice Guidelines Safe Use and Operation of Temporary Demountable Fabric Structures

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APEX is the brand used by HIANZ specific to the Party and Events sector for temporary structures. It is used for this Best Practice Guide as well as the APEX Training modules created and delivered by HIANZ.

This guidance has been developed by HIANZ to help event organisers, contractors, managers and others make health and safety improvements when erecting, using and dismantling marquees and similar temporary fabric structures.

The guidance represents best practice which may go further than the minimum you need to do to comply with the law and HIANZ acknowledges the support of the Marquee Working Group in producing this guidance.

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#### **Acknowledgements:**

- HIANZ Marquee Working Group
- Fire and Emergency NZ (FENZ)
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- MUTA – UK Association for Marquees, Tents and Structures

# 1 Introduction

## 1.1 Who should use this guide?

- 1.1.1 This guide is designed for use by all involved in the procurement and provision of temporary demountable fabric structures for events; safety professionals and enforcement authorities; event organisers; occupiers and contractors.
- 1.1.2 It is a definitive guide published by NZ's authority on the temporary demountable fabric structures industry.
- 1.1.3 Selecting contractors that demonstrate competence and provide evidence for their adherence to these APEX guidelines will greatly improve safety before, during and after the event, and hence improve the risk profile of the event itself.

## 1.2 Background

- 1.2.1 HIANZ has been long recognised as the representative member-led trade association of the temporary structures industry, promoting technical excellence and raising industry standards through skills training, an independent inspectorate and increased public awareness.
- 1.2.2 HIANZ recognises the duty that specialist contractors have to ensure that members of the public can have complete confidence in the safety of the products and services supplied by them. For that reason, HIANZ runs an accreditation scheme and only admits as members those contractors who agree to follow this guide, and to submit themselves to independent inspection to check that they do.
- 1.2.3 The periodic inspections ensure not only the safety of finished installations, but also that of the crews during erection and dismantling, thus helping clients to fulfil their obligations under health and safety legislation.
- 1.2.4 In addition to following this guide, APEX BPG members are obliged to follow the APEX BPG Code of Practice (see Annex H).

## 1.3 Scope

- 1.3.1 The APEX BPG accreditation scheme covers marquees, pole tents and other fabric -covered temporary demountable structures (TDS) which are intended for public assembly, a place of work or like purposes (herein referred to as "fabric structures"). It does not cover camping tents and awnings.
- 1.3.2 Multi-deck structures, air-supported structures (excluding bouncy castles) and fabric tensioned structures are within the scope of this guide.
- 1.3.3 APEX's accreditation scheme also deals with ancillary equipment supplied with a fabric structure including flooring, furniture, interior linings, heating and lighting.
- 1.3.4 In general, the products and services supplied by contractors are provided on a short term or temporary hire basis. Long-term (over 1 month ) or semi-permanent installation may become subject to other codes or regulations outside the scope of this document.
- 1.3.5 The erection of temporary structures falls within the definition of building work as defined by the Building Act, regardless of how temporary, and with some exceptions a Building Consent is required. The First Schedule of the Building Act 2004 exempts from requiring a Building Consent building work in connection with any tent or marquee or any similar lightweight structure (for example, a stall, booth, or compartment used at fairs, exhibitions, or markets) that:
  - a) does not exceed 100 square metres in floor area: and
  - b) is to be, or has been, used for a period of not more than 1 month.
- 1.3.6 The APEX BPG does not seek to establish the aesthetic standards of any installation. Cleanliness and appearance of fabrics, suitability of colours and quality of furnishings etc. are subject to commercial contract.

# 1 Introduction

## 1.4 Responsibility

- 1.4.1** Under health and safety law, a Person Conducting a Business or Undertaking (PCBU) - that is employers, the self-employed and those in control of premises, have a duty to do all that is reasonably practicable to ensure the health, safety and welfare of their employees (including Officers, Contractors, Volunteer Workers and Workers) and anyone else that may be harmed by work activities or the workplace. This includes anyone in the vicinity of any work being carried out, or using products and services provided. This also includes the venue owner/operator, the event organiser working on the same site as well as customers and visitors.
- 1.4.2** Prior to any event, the fabric structure contractor shall ensure that areas of responsibility for health and safety and contract fulfilment are clearly defined: those of all parties in the contract chain including the fabric structure contractor, sub -contractors and those of the client and organisers. These will normally be set out in the contract and should preferably be standardised. Sales staff should make clients aware of their safety responsibilities.
- 1.4.3** PCBU's also carry obligations upstream of the workplace. They specifically have a duty to ensure, so far as is reasonably practicable, that work done and what is provided to the workplace does not create health and safety risks.
- 1.4.4** In addition, PCBU's will often work alongside other PCBU's; or contract to or contract together with other PCBU's. This creates a need to consult, cooperate and coordinate activities to meet the shared responsibilities between the PCBU's involved.
- 1.4.5** It is vital that all structures used by the public are so far as is reasonably practicable, safe, particularly in case of fire or adverse weather, and that procedures are in place to protect the public and staff in these circumstances.

## 2 Public Safety

### 2.1 Structural

#### 2.1.1 Design

**2.1.1.1** The design and suitability of a fabric structure shall be proven either by long established use or, particularly for larger structures, by calculation verified by a qualified structural engineer. On more complex structures these designs may need to be independently checked by a competent person. Complex structures would be considered those of a non-industry standard shape where no market experience exists or rely significantly on the fabric for structural strength or stiffness. It would also include those of multi-level designs incorporating live loads. As a minimum, such calculations shall include the maximum wind loading for which the structure is approved and the maximum imposed load permissible.

\* Larger structures are pole tents greater than 9m in span and framed marquees greater than 6m in span. The safety requirements elsewhere in this Best Practice Guide still apply to structures smaller than this.

#### 2.1.2 Anchorage

**2.1.2.1** Anchors are critical to the stability and safety of fabric structures. The pull-out force that an anchorage stake can withstand depends on the type of soil, water penetration, the inclination of the anchor and the depth of the anchor.

**2.1.2.2** Loose, non-cohesive soils provide the least resistance and may require special anchors. In these situations, pull-out tests would be expected in order to verify the anchorage resistances.

**2.1.2.3** Where ground penetration is not possible, heavy ballast weights can be used to withstand uplift forces. These ballast weights (kentledge) require calculation and a suitable factor of safety applied. Use of ballast weight requires a physical connection to the base foot of the structure upright typically via a steel ground plate using a friction pad underneath and a ratchet strap from the weight to knee or eave point on the structure portal frame.

**Note:** The ballast weight requirement is often underestimated and can be several tonnes per anchorage point. Integral wooden flooring will contribute to the anchorage by virtue of its weight, but it is very unlikely to meet the full load requirements as only the outer edge has any effect.

**Note:** Liquid ballast are not ideal unless supplemented by ongoing integrity monitoring. In addition, in many cases liquid ballast are not seen as appropriate as they generally fail to provide the full load requirements to withstand uplift forces to meet the stated maximum capacity of the structure.

**2.1.2.4** Anchorage should always be in accordance with the manufacturer's manual and the engineers report (PS1) and be sufficient to resist the maximum uplift force expected.

**Note:** Every upright should be anchored. An absolute minimum for an upright is one stake not less than 450 mm long, 12 mm diameter driven fully into the ground.

**2.1.2.5** Intermediate uprights must also be anchored, even if uplift forces are countered at the main anchor points, as lateral movement can destabilise the structure or cause injury.

**2.1.2.6** All uprights should have a means to spread the load at the base to prevent sinking when erected on soft ground. Base plate minimum size typically 200 x 200 x 6mm steel plate.

Continued ►

## 2 Public Safety

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**2.1.2.7** It is essential to ensure the security of stabilising anchorages (stakes, kentledge, etc.) at all times. When using anchorage stakes only it is recommended to establish the load capacity of the soil by using a load cell testing system which measures the pull force of each stake and this can be recorded on your site plan. It is recommended that at least 4 to 5 areas across the site be tested across the entire site, if staking tests don't achieve manufacturers recommended pull forces typically found in the design PS1 report then an alternative should be used e.g. Concrete ballast, screw anchors, arrow head anchors etc. The engineered design wind load for the fabric structure are derived from the anchor stake capacity and lesser will impact on the wind capacity of the fabric structure.

**2.1.2.8** Stakes, ropes and ratchet straps near exits or other walking routes should be fenced off or clearly marked to prevent members of the public from walking into or tripping over them. Responsibility for designating walking routes and erection of fencing will normally lie with the event organiser, but the fabric structure contractor should ensure that the organiser is aware of these safety issues. Purpose-designed stakes with defined heads and/or eyes for rope attachment are generally preferred since they do not need to project significantly above the surface. This provides superior anchorage as well as reducing the risk of tripping. Where necessary, consideration should be given to protecting the heads of any projecting stakes with a suitable padding. This clause generally applies to fabric structures that rely on guys for support.

### 2.1.3 Thorough examination and inspection

There shall be a two-part inspection. Firstly, a thorough annual inspection of all the component parts of the fabric structure and, secondly, an inspection with report/checklist upon completion of EACH assembly by a competent person prior to handing over.

#### 2.1.3.1 Thorough examination

It is generally accepted that the fabric structure hire contracting industry is of a seasonal nature and that the off season is spent refurbishing, repairing, checking and renewing the hire stock (as necessary). Particular attention is to be paid to the components that are critical to the structure of the fabric structure. It is required that records be kept of such inspections and of any repairs or maintenance carried out to critical components.

#### 2.1.3.2 Inspection

On initial erection and before the fabric structure is signed off by the contractor and handed over to the client, it should be subjected to a thorough inspection prior to issue of the Site Completion and Handover form (SCCH) which will incorporate a checklist carried out by the senior rigger or foreman whose responsibility it was to erect the structure in the first place.

The senior rigger or foreman or person acting in a supervisory capacity should have training in or be thoroughly familiar with the particular structure type and/or size. This competency should be evidenced by a HIANZ/APEX Skills Card or equivalent.

The initial erection checklist should be a document provided by the contractor and should have particular reference to the points tabled in Annex C.

The checklist should be returned by the senior rigger or foreman to his office and kept by the contractor for a period of not less than twelve months. Where a Building Consent is required the Local Authority may also inspect the erected structure and documentation before use. Documentation provided by the installer can act as a PS3 to support Code Compliance Certification, if necessary.

## 2 Public Safety

### 2.1.4 Stability

- 2.1.4.1** Roof and wall bracing are an integral part of most frame structures and must be fitted to any installation in accordance with the manufacturer's instructions.
- Note:** normally in each end bay and, on larger structures, every 5th bay.
- 2.1.4.2** Fabric structure installations should where possible be supplied so as to allow complete closure when not in use and when extreme weather conditions are expected.
- Note:** Raising and lowering the sides of non-standard fabric structures such as tipis or stretch tents is something that can only be carried out by the contractor. If the sides are left raised, then the contractor must have suitable active systems in place to continuously assess the wind conditions at each site and must take early preventative action to send staff to site to lower the sides if necessary.
- 2.1.4.3** Clients should be informed that their fabric structure installation is subject to limiting design wind loads and will have been provided with instructions to evacuate should these limits be reached. A wind monitoring plan, incorporating wind action levels, has been developed and provided to the user to enact the correct evacuation procedure if required.
- 2.1.4.4** Roof panels should be sufficiently tensioned to avoid ponding.
- 2.1.4.5** In winter, where there is a danger of snow, clients should be advised of the need to heat the structure to prevent snow build-up endangering the structure's stability. This is a particular danger where adjacent structures form a valley. The heating process will be required for the duration of the installation even when unoccupied.
- 2.1.4.6** On uneven ground the excessive use of packing is to be discouraged. Specialist platforms or scaffolding should be considered for variations in height of more than 0.75 metres and special attention to the anchorage is necessary.
- 2.1.4.7** Where fabric structures are erected on a scaffold grid or similar platform, the contractor shall ensure that as a minimum standard the grid or platform complies with the New Zealand Building Code B1 Structure and that upon completion the supplier certifies this in writing accordingly, supported by a design statement (typically a PS1) by a chartered professional engineer (CPEng). It is for the contractor to ensure the supplier of such structures receives all relevant design information in respect of the fabric structures to be so erected, e.g. design wind load, anchorage load, point load, occupancy level etc. Anchorage stake or hold down load requirement of the structure and supporting scaffold structure apply, structural design checks maybe required to verify stability of the entire system.
- 2.1.4.8** Continual reference should be made to weather forecasting services, particularly with regard to fabric structures erected during the winter months and those erected on exposed sites. With more complex structures on-site wind monitoring devices should supplement information from remote weather forecasting services. If fabric structures cannot be protected or strengthened to withstand forecast wind speeds they should, wherever possible, be made safe by lowering or removing covers, to be reinstated when the danger has passed. In carrying out these measures, no member of the public or work crew should be put at risk, in particular it should be noted that once frame structure roofs are removed, purlins can become dislodged in high winds.
- 2.1.4.9** It is for the contractor to agree with the client at the outset what surveillance/maintenance (if any) will be necessary after the fabric structure has been handed over to the client. This determination shall be made on the basis of a risk assessment which takes into account all relevant factors including the use to which the structure is put, the security of the structure, the weather conditions, time of year etc. The contractor shall provide the client with an out of hours emergency telephone number(s).

# 2 Public Safety

## 2.2 Fire & Emergency Exits

**Note:** This section is offered for guidance but does not absolve the client of the obligation to comply with the Building Act and the Fire Safety and Evacuation of Buildings Regulations.

### 2.2.1 Fire retardancy of fabrics

**2.2.1.1** New manufactured membranes and fabrics have a flammability index no greater than 5 when tested to AS1530 - Part 2: 1993. (Alternative test methods: a) fabrics rated inherently flame retarded or durably flame retarded when tested to BS 7837; b) fabrics tested to BS 5438, tests 2A and 2B, with a 10 second flame application time. (The method of test described in BS 7157 is also acceptable). Materials should be free of flaming molten droplet characteristics and should not readily support combustion. All membranes and fabric should be so labelled with appropriate evidence of fire compliance on all fabric panels

### 2.2.2 Exits

**2.2.2.1** See Annex E for factors relevant to exit calculations.

**2.2.2.2** Fabric structures intended to hold more than fifty persons must have at least two exits. Where the total occupant load is no more than 50 people and the open path length does not exceed 50m, a single escape route is permitted.

OF ESCAPE ROUTES REQUIRED	
Persons accommodated	Number of escape routes required
Up to 500	2
501 - 1000	3
1001 - 2000	4
2001 - 4000	5
4001 - 7000	6

**2.2.2.3** Exits must be distributed as evenly as possible around the perimeter of the fabric structure to provide genuine alternative routes from all parts of the structure. Illuminated or photoluminescent signs at all exit points is recommended.

**2.2.2.4** The maximum distance of travel from any part of a fabric structure to a final exit should not normally be more than 24 metres. In exceptional circumstances and where fabric structures are wider than 48 metres it is possible for the travel distance to be extended provided that adequate fire precautions are in place, and that sufficient exits are provided to enable an appropriate evacuation period. As a guideline, an evacuation period of less than two minutes should be aimed for.

**2.2.2.5** If the distance of travel includes a ramp or stairway, an additional 0.25 metres should be added to the distance of travel for every 1 metre of ramp or stairway.

**2.2.2.6** All doors on an exit route should open outwards and, where exit doors have to be secured against intruders, they should be fitted with panic bolts or panic latches to comply with BS EN 1125 and BS EN 179.

**2.2.2.7** Where there are no doors, flap exits should be provided of a quick release design to comply with the appropriate rate of discharge, e.g. forty people in two minutes.

## 2 Public Safety

- 2.2.2.8 Any exits that are not intended for public use must be screened with baffles. Any such exit will not be taken into account in determining the number of exits as defined in Annex E.
- 2.2.2.9 Both emergency exit doors and flap exits must be provided with exit signs, conforming to Acceptable Solution F8/AS1.
- 2.2.2.10 It is recommended that all stages or platforms higher than 60cm and accessible to the general public shall be fitted with a handrail at least 1 metre high.
- 2.2.2.11 Entrance and exit ramps for the general public shall not have a gradient of more than 1 in 12 and shall be surfaced with a suitable non-slip material.
- 2.2.2.12 For further details on 2.2.2.10 and 2.2.2.11 please reference Scaffolding NZ GPG 2016  
<https://www.sarnz.co.nz/wp-content/uploads/2018/09/GPG-2016.pdf>

### 2.2.3 Fire Fighting Equipment

- 2.2.3.1 All fabric structures should be equipped with means for fighting fire for use by occupants. The provision of firefighting equipment is the responsibility of the client, but may be included in the contract for services with the contractor.
- 2.2.3.2 Fabric structures should be provided with water-based extinguishers of a minimum capacity of 6 litres or Dry Powder based extinguishers of 6kg capacity. These should be visible, easily accessible and should be easily operated. One fire extinguisher should be positioned at each emergency exit. Dry powder or CO2 extinguishers should also be provided where necessary to deal with electrical fires.
- 2.2.3.3 Where more than 250 occupants are anticipated, sufficient persons should be available who are trained and experienced in the duties of a fire warden. This is the responsibility of the client.

## 2.3 Capacity & Public Access

- 2.3.1 Generally, the internal layout (seating, gangways etc.) is not within the remit of the fabric structure suppliers.
- 2.3.2 The occupant capacity is the permissible number of people occupying a fabric structure or part thereof and is an important factor in assessing the means of escape.
- 2.3.3 In areas where fixed seating is provided, the major part of occupant capacity is determined by amount of seating available. In other cases, however, the contractor should ensure that an assessment is made of the probable density of people within the occupant capacity. For technical requirements and calculations see Annex D.

## 2.4 Consents, Code Compliance Certificates and Exemptions.

- 2.4.1 Schedule 1 clause 5 of the Building Act 2004 lists the following marquees as automatically exempt from requiring a building consent -
  - a) does not exceed 100 square metres in floor area; and
  - b) is to be, or has been, used for a period of not more than 1 month.
- 2.4.2 This exemption allows you to construct, alter or remove a tent or marquee, that is being used either for public assembly (e.g. at a school gala) or private use (e.g. for a wedding reception). However, this is only if the tent or marquee does not exceed 100 square metres, and is not in place for more than a month.

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- 2.4.3** If you are proposing to erect a marquee that does not fall into the above category, you can apply for a building consent or with some Council's, a discretionary exemption from the need for building consent, under Schedule 1 clause 2 of the Building Act. Councils will consider each application on its own merits, checking for compliance with relevant building code clauses, and either grant or refuse the application.
- 2.4.4** Discretionary exemptions are not automatically granted.
- 2.4.5** With exemptions, whether under schedule 1, or discretionary, all work must meet the code. Council's need to be satisfied that a code of compliance would otherwise be issued.
- 2.4.6** Information is required for either consent or exemption application. Please refer to Annex B for greater detail in this area.
- Note** - if an exemption is granted, it is unlikely that an inspection is undertaken by Council's as the applicant has already confirmed the building work will comply with the Building Code throughout the time the marquee is erected.
- 2.4.7** A copy of the granted discretionary exemption or consent must be provided to the hire company prior to any set up being commenced. This is very important for the hire company and persons contracted to setup the marquee or tent.
- 2.4.8** Therefore, under this guide, it is not considered best practise to commence any work without sighting either the consent or exemption for consent.

### 2.5 Lighting

- 2.5.1** Where the contractor provides lighting, it shall conform to the following:
- a) All parts of the fabric structure and approaches to which the public have access and all external exit ways should, in the absence of daylight, be provided with adequate lighting capable of providing sufficient illumination of those parts for the public to leave the structure safely.
  - b) Contractors should inform the client of what power supply is required for the supplied lighting etc., and the client must tell the contractor what power supply they have available.
  - c) Electrical installations should be installed, tested and maintained in accordance with the provisions of the AS/NZS 3000 Electrical Installations Part 1.  
This should include as a minimum:
    - i). Regular PAT test.
    - ii). Visual inspection on each set-up.
    - iii). RCD in every circuit.
  - d) Where installations require anything other than connection through a single phase 10A or 15A, or three phase 20A or 32A socket, a qualified electrician is required. All installations must be carried out by a competent person.
  - e) Lighting/chandelier weights need to be considered by the client of contractor prior to installation of fabric structure, consultation with the manufacturer should be sort to determine the max permissible load the fabric is design to withstand.
  - f) Where lighting is necessary, emergency lighting shall be provided on all main fire exit doors and such signs should be capable of operating independently of the central source of power.
  - g) For larger events, the emergency lighting must be extended to illuminate the escape routes. Again, this additional lighting must be capable of operating in the event of failure of the main power source.

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**Note:** All portable electrical equipment brought onto the site should be in a safe and serviceable condition. Although there is no legal requirement to keep maintenance logs for portable and transportable electrical equipment, there are benefits of recording maintenance, including test results. A suitable log is useful as a management tool for monitoring and reviewing the effectiveness of the maintenance scheme. Similarly, labelling of the electrical equipment can assist in identifying the equipment to be maintained. Further information can be found in **WorkSafe Electrical Safety on Small Construction Site**.

### 2.6 Heating

**2.6.1** Where the contractor provides heating, it shall conform to the following:

- a) All means of heating other than electrical should be by indirect type heaters, i.e. those with an exhaust system, sited externally and ducted in by means of flame-retardant hosing. Care must be taken to ensure that exhaust fumes from heaters are not allowed to enter the structure and are dispersed safely.
- b) All heaters should conform to relevant national standards such as BS 799 for oil burning equipment.
- c) Spare containers of LPG should be stored at least 6 metres from any structure, protected against unauthorised interference and accidental leakage and, where grouped, should be locked together.
- d) Use of naked flames (e.g. effect flames and candles) within a structure requires an adequate risk assessment.

### 2.7 Client Awareness

**2.7.1** The contractor shall make the client aware of the following recommended safety factors to be considered by the client when choosing a site and operating a fabric structure:

- a) No dangerous or combustible or toxic gases or other allied product such as aerosols, explosives or pyrotechnics should be stored within a fabric structure.
- b) To prevent the risk of fire, the client should ensure that, for every installation, the grass and vegetation within the footprint of the fabric structure, with an adequate working area around the footprint and the access route to/from it has been cut and clippings removed prior to installation (including emergency access).
- c) The site should be sufficiently far from over ground services, e.g. overhead power lines, and the client should provide information to the contractor prior to installation of the location of underground services (for further details see section 3.3).
- d) Very few fabric structures have snow-load capacity and if snow is a possibility the structure must be heated in order to maintain a minimum temperature of 12°C to prevent build-up of snow on the roof. Continuity of heating is required for the entire duration even when unoccupied to prevent structural damage to fabric structure.
- e) Valleys between fabric structures and buildings or adjacent structures, can be a particular problem when snow builds up and clients should be made aware of the danger and the need to remove excess weight from these areas.
- f) Persons other than the contractor's staff or those under his supervision shall not be admitted to a fabric structure during erection or dismantling operations until it is deemed structurally complete and safe.
- g) The area underneath external or internal raised platforms etc. should not be used for storage.

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- h) Rubbish should not be allowed to accumulate under any raised platform. Such areas should be inspected daily to ensure conformity.
- i) Exit routes should be kept free from obstruction at all times.
- j) When any person is in the fabric structure, the exit doors should not be locked.
- k) The client should be informed of maximum “in service” wind speed and provided with a wind management plan.
- l) Continual reference should be made to weather forecasting services, particularly with regard to fabric structures erected during the winter months and/or those erected on exposed sites. The wind management plan should provide guidance for contingency plans to evacuate fabric structures when wind speeds approaching the maximum service gust speed are forecast.
- m) The client is to be made aware that, once the structure has been handed over, it is essential that he/she make no modifications to the structure, in particular structural components (such as removing or repositioning cross bracing in end bays or making changes to the anchorage) or the number and positioning of exits. These changes can only be made by the contractor.
- n) If any walling has been altered or removed it must be reinstated prior to non occupation of fabric structure to prevent any potential damage to fabric structure if adverse weather conditions arise. If client requires windward side of fabric structure to be left unwalled and the leeward side of the structure to be left walled this can be done but you will need to refer to manufacturers PS1 for the wind limiting conditions of this type of installation.  
The fabric structure should be left fully walled other wise.
- o) Consideration of underground services. Please refer to 3.3.1 page 16 for more details.

**2.7.2 See Annex C for checklist for sales staff.**

## 3 Site Safety

### 3.1 Competency/Licenses

- 3.1.1** Senior riggers and leaders of crews/teams/gangs and those responsible for the supervision on site will have demonstrated their competency for the job in hand, either by long service and experience, or by having achieved a relevant skills qualification. Such competency should be evidenced with an APEX Skills Card (see Annex G).
- 3.1.2** All full-time crew/team/gang employees should attend the one-day APEX safety course every five years.
- 3.1.3** As a minimum, all members of the crew/team/gang should have undergone basic induction in on-site health and safety, detailing their duty of care to themselves and others.
- 3.1.4** Operation of any mechanical equipment, including road vehicles, forklift trucks and access equipment, must only be carried out by those who are able to show appropriate licenses or evidence of training. Usually by means of their APEX Skills Card, NZ drivers licence or international licence endorsed in NZ.
- 3.1.5** At least one member of each crew/team/gang will have undergone suitable first aid training and carry documentation as proof of qualification (APEX skills card).
- 3.1.6** A Site Specific Safety Plan (SSSP) form must be completed prior to commencing any work where any temporary structure is to be setup. See Annex A.

### 3.2 Personal Protection Equipment

- 3.2.1** All crews shall have sufficient and appropriate personal protection equipment available for use as identified through risk assessment when necessary.
- 3.2.2** Protective footwear should be worn at all times.
- 3.2.3** Hard hats should be worn when:
  - a) Overhead work is being carried out (includes adjacent sites).
  - b) Wind could dislodge overhead components whilst they are being fitted or dismantled (e.g. purlins before roof sheets are fitted or upon removal).
  - c) Or where a risk assessment has identified the need.
- 3.2.4** High visibility jackets should be worn when:
  - a) There is a risk of vehicle movement on site.
  - b) There is mechanical or manual handling of large components in progress on the site or adjacent sites (includes work inside the structure).
  - c) Or where a risk assessment has identified the need
- 3.2.5** Gloves when appropriate or a where a risk assessment has identified the need.
- 3.2.6** Safety Glasses where appropriate or a where a risk assessment has identified the need.
- 3.2.7** Ear protection when appropriate or a where a risk assessment has identified the need to. In particular when stakes are being driven by a pneumatic hammer device. Frequent rotation of the pneumatic hammer duties within the site team is recommended.
- 3.2.8** Sun screen when appropriate or a where a risk assessment has identified the need.
- 3.2.9** Safety harnesses when appropriate or a where a risk assessment has identified the need. This to supported with appropriate training and competency certificates prior to use. The use of the harness will need to be evidenced in the SSSP.

# 3 Site Safety

## 3.3 Services

**3.3.1** The location of any underground services must be identified by the client and clearly marked before any ground penetration operation. If any doubt exists, in order to protect its employees, the contractor or his appointed specialist should carry out additional checks, such as a CAT (Cable Avoidance Tool) scan of the site area where penetration is planned. If the contractor carries out these additional checks then he should be permitted to charge an appropriate fee.

An above ground survey to identify valves, signage, or access points is a great way to identify the possibility of underground services

**3.3.2** Overhead power lines provide a particular threat. When carrying out work on site it should be remembered that electricity is capable of arcing from high voltage power lines. Wherever possible working within 6 metres of such cables should be avoided.

**3.3.3** If for operational purposes it is not possible to comply with 3.3.2 then:  
The absolute minimum clearances that shall be maintained between an overhead line conductor and any part of the fabric structure installation are shown in Table 1 below.

- a) Utmost care must be taken particularly with the use of power plant (forklifts, platforms etc.) and other access equipment.
- b) In some cases, it will be necessary to contact the power line owner to request shrouding of the line.

**3.3.4** Guidance contained in the following publications is helpful:

34:2001 NEW ZEALAND ELECTRICAL CODE OF PRACTICE FOR ELECTRICAL SAFE DISTANCES					
Table 1.0 - Minimum Clearances Under Conductors					
Normal System Voltage (Kv)	1	11	33	110	220
Max Span (Metres)	Minimum Clearance (Metres)				
50	4	-	-	-	-
80	-	5.5	-	-	-
125	4.6	5.3	7.0	7.5	8.5
250	-	-	8.0	8.5	10.0
375	-	-	9.5	10.0	11.0

## 3.4 Welfare

**3.4.1** As a minimum, crews must have access to toilet and hand washing facilities. Responsibility for such welfare provision will be determined in the contract (normally provided by the client or venue owner).

**3.4.2** Crews must be made aware in advance if there is no access to drinking water and food near the site so that they can plan accordingly.

**3.4.3** Planning for appropriate breaks to avoid potential exhaustion or injury in accordance with the Employment Relations Act – updated 6 May 2019.

## 3 Site Safety

### 3.5 Documentation

**3.5.1** Crews should have available for inspection copies of:

- a) APEX Skills Card.
- b) The completed SSSP form.

**3.5.2** In addition, when required to do so by the client or site authorities, contractors must be able to produce evidence of:

- a) Public liability insurance.
- b) HIANZ membership and APEX accreditation.

### 3.6 Client Awareness

**3.6.1** Contractors should ensure that clients are aware of their duties under Health and Safety at Work Act 2015 (HSWA) their responsibility to provide a safe working environment for contractors and their crews. This includes:

- a) Warning of known overhead/underground services.
- b) Warning of any other hazard or risk identified by the client's own risk assessment.
- c) Ensuring that any other contractors working on the same or adjacent sites are competent and working safely.

**3.6.2** Contractors should not drive on restricted or protected areas where tree roots, flora, wildlife habitats and heritage/archaeological sites are identified by the client.

### 3.7 Pollution Prevention and Spillage Control

**3.7.1** Every team/crew member is responsible for preventing hazardous spillages on site and at their home premises. Discharging fuel, oil or water containing fuel/oil into drains or watercourses is illegal, clean-up costs are high, and the long-term environmental damage is substantial.

**3.7.2** Best practice includes:

- a) Carrying and training in use of spill-kits.
- b) Collection of the contaminated material in the hazmat bag and its responsible disposal.
- c) All plant operators should attend their vehicle refueling.
- d) All fuel/oil storage drums should be bunded to 125% of capacity and kept locked when not in use.
- e) Never ignore a spillage or hose down a spillage, your own or a third party's; always report it to the client's representative.

**3.7.3 Note:** 4.5 litres of oil can completely cover a lake the size of two football pitches.

## 3 Site Safety

### 3.8 Waste Management

- 3.8.1** Every team/crew member has a duty of care to dispose of their waste responsibly. Breaches in waste legislation can result in fines, prosecutions and reputational damage.
- 3.8.2** When segregated waste facilities are provided onsite these must be adhered to as contamination of waste streams may result in entire loads being landfilled or incinerated rather than recycled. All hazardous waste (e.g. oily rags, chemicals, batteries, solvents and any container which holds such substances or remnants of these substances) must be stored securely and segregated from the general waste stream. Electrical waste (WEEE) must also be segregated.
- 3.8.3** All waste must be stored securely and disposed of at a registered site. If you transport your own business waste, you must ensure you hold a valid Waste Carriers Licence issued by the Environment Agency. All such waste must be either taken back to your work depot or to a registered commercial waste facility for ongoing waste processing in accordance with legislation.
- 3.8.4** Movements of waste must be accompanied by a Waste Transfer Note. It is your responsibility, as the waste producer, to ensure that all Waste Transfer Notes are correctly completed and that all waste licences and permits are valid. For non -hazardous waste, Waste Transfer Notes must be retained on file for two years. For hazardous waste, a special type of Waste Transfer Note called a Consignment

**Note:** must be kept on file for three years.

## 4 Reporting of Incidents, Injuries and Illness

### 4.1 Reporting of Incidents, Injuries and Illness

- 4.1.1** Contractors and clients are reminded of their responsibilities to report incidents, injuries and illness. All Incidents (including near misses), injuries and illness must be recorded in the company's Incident Notification Report. The HSWA 2015 defines the meaning of notifiable events, notifiable injuries or illness and notifiable incidents. Any notifiable activity is to be reported to WorkSafe New Zealand.
- 4.1.2** Contractors are required to ensure they meet all their obligations under the Health and Safety at Work Act 2015.

### 4.2 Requirement to report incidents to HIANZ/APEX Member Services Team

- 4.2.1** Accredited contractors shall report to HIANZ, on the prescribed form, any incident involving:
- A fabric structure operated or supplied by them.
  - Components of such a fabric structure or accessories (such as flooring, lighting, furniture etc.) supplied by them.
  - A member of their crew or any bystanders during erection or dismantling of such a fabric structure.
  - Any incident that gives rise to a duty to report as required by HSWA 2015.
- 4.2.2** This requirement is in addition to the requirements of HSWA 2015 and applies whether or not the duty to report under the Act falls to the member concerned. (For example, a tripping incident involving a marquee contractor's flooring would be reportable to HIANZ notwithstanding that the employer of the injured party had separately made a formal report as required by the Act).
- 4.2.3** In addition, any incident involving the unintentional collapse of a fabric structure or a component thereof shall be reported to HIANZ by the accredited contractor wherever they sit in the supply chain.
- 4.2.4** It is accepted that any such report to HIANZ is made without prejudice to the contractor's position in any proceedings. The purpose of the report is not to assign blame, but to alert HIANZ to the fact that an incident has occurred so that information on how to prevent similar incidents can be shared with all contractors.

# 5 Compliance

## 5.1 Inspection

**5.1.1** Accredited hiring members of HIANZ/APEX BPG are subject to various types of inspections throughout the course of the year. The administration team will contact the member to arrange a suitable venue and date for an inspection to be conducted. The inspection process has been developed to ensure hiring members abide by this Best Practice Guide.

**5.1.2** Inspections are conducted by examining a number of areas of competence, assigning a score against each, and recording results on an inspection form. The score will be recorded as one of:

- a) 0 - Immediate action required
- b) 1 - Improvement required
- c) 2 - Compliance
- d) 3 - Best Practice

**5.1.3** There are four different types of inspections that are conducted by HIANZ's Inspector:

- a) Full Site Inspection - where the Inspector observes and interacts with a team in action on site building or removing a structure.
- b) Premises Inspection - where the Inspector visits a member's premises.
- c) Product Only Inspection - where the Inspector observes the condition and safety aspects of a completed structure.
- d) Observation Report - where the Inspector undertakes a discretionary, non-interactive site observation (on a team in action on-site, building or removing a structure), on a member/crew that has recently had a successful Full Site Inspection.

**5.1.4** Once an inspection has been carried out the Inspector will record and submit the details on the HIANZ website, then an automated email will be sent to the member with the report attached and the appropriate action to take to improve for future, subsequent inspections (if necessary).

## 5.2 Non compliance

**5.2.1** HIANZ's responsibility is to take follow up action where members fail to meet the required standard. Depending on the nature of the failure, follow up action may include supporting the member to improve, undertaking repeat inspections, taking disciplinary action, or expelling the member from HIANZ.

**5.2.2** The member's responsibilities are as follows:

- a) Co-operate with HIANZ in arranging inspections, which will often be at short notice.
- b) Cooperate with the Inspector during the inspection and treat the inspector courteously.
- c) Take follow-up action as required by the Inspector.

# 6 Accreditation

## 6.1 Evidence of accreditation

- 6.1.1 Accredited members will receive a membership certificate upon payment of their subscription renewal. This certificate is valid for 12 months, beginning in January each year.
- 6.1.2 Accredited members will have a listing on the HIANZ website.
- 6.1.3 Accredited members will be encouraged to display the HIANZ member logo and the APEX BPG logo on their website(s), email footers, brochures and leaflets.

## 6.2 Administration

- 6.2.1 The inspection and accreditation scheme is administered by HIANZ and the HIANZ Executive Committee.

## 6.3 Eligibility

- 6.3.1 APEX BPG accreditation is available to any bona fide company whose main activity is the hire of fabric structures as defined in the scope (see 1.3).
- 6.3.2 Accredited contractors shall:
  - Sign an annual declaration to carry out all work in accordance with this Best Practice Guide issued regulations and guidelines.
  - Submit to an initial inspection (to be charged at the published rate).
  - Agree to periodic and random inspections of premises and systems.
  - Agree to periodic and random inspections of finished installations.
  - Agree to periodic and random inspections of the conduct of crews on site in respect of health and safety.
  - Maintain adequate Public Liability insurance and to provide evidence of same to the administration if requested.
  - Agree to the disciplinary procedures.
  - Pay the appropriate fee for the contracted period.
- 6.3.3 HIANZ hiring members that fail to maintain accreditation will automatically forfeit membership of the association.
- 6.3.4 The names of all members who leave the association will be published on the website for the year immediately following their departure.

# A ■ Annex A - Forms and Guides

## A.1 Annex A1 - SSSP Form - Page 1

MARQUEE SITE SAFETY CHECK SHEET			
Site Location:			
Date:			
Description of Job:			
Safety Plan Discussed			
Visual check for hazards completed?			
Equipment checked before starting?			
PPE Available for all staff?			
PPE Required <input type="checkbox"/> Hi Viz Gear <input type="checkbox"/> Hard Hats <input type="checkbox"/> Safety Footwear <input type="checkbox"/> Gloves <input type="checkbox"/> Safety Glasses			
Notes:			
HAZARD IDENTIFICATION		ON SITE	HAZARD MANAGEMENT
No.	Description	Risk/potential Harm	Controls / Actions to Eliminate, Isolate or Minimise
1	Working With Others	Injury	Generic (erase where not applicable) Hi Viz / Cordon Off Areas / Communication
2	Falling Objects	Injury	Segregate Works / Hard Hats / No Moving Under Suspended Load
3	Underground Services ( Power / Gas / Telecom / Water )	Electrocution, Burns, Asphyxiation	Service Plans / Site Mark Up / Spotter Person/ Test Pits
4	Overhead Services ( Power / Telecom )	Electrocution, Burns	Spotter Person / Cables Tagged / Isolated Cables
5	Long Hours	Fatigue, Injury	Regular Breaks / Labour Staff / Roster
6	Uneven Surfaces	Injury	Signs / Barriers And Cones / Flouro Paint
7	Working At Heights	Injury	Certified Ewps / Harness / Trained Staff
8	Moving Vehicles/Plant Within Work Site	Crashes, Injuries, Overturning	Safety Vests / Safety Boots / Rops & Seatbelt / Beacons
9	Dust	Eye Damage, Asphyxiation	Safety Glasses Or Goggles / Dust Masks
10	Chemical Use / Fumes	Inhalation, Burns, Asphyxiation	Gloves / Glasses / Masks / Ventilation / Fans
11	Sun Exposure	Sunburn, Eye Strain, Melanoma	Sunhats / Sunglasses / Sunblock / Full Length Clothing / Fluids
12	Noise	Hearing Loss	Ear Muffs / Ear Plugs
13	Overhanging Vegetation / Trees	Plant Damage, Injury	Spotter Person
14	Unstable Banks / Slopes	Falls, Slips, Injury	Barriers / Cones / Signs / Safety Zones
15	Vehicle / Plant Operation	Injuries, Damages	Trained Operators Only
16	Loading / Unloading Machinery	Damages, Injuries	Trained Operators Only / Safe Loading Techniques
17	Lifting Equipment	Chains Breaking, Load Failures	Certified Chains / Safe Chain Use / Training
18	Manual Handling	Injury, Strains, Sprains	Mechanical Aids / Team Lifts / Know Your Limits / Technique
19	Loading/Unloading	Injury	Caution / Check Load Stability & Pinch Points / Gloves / Cones
20			
21			
22			

# A ■ Annex A - Forms and Guides

## A.1 Annex A1 - SSSP Form - Page 2

<b>MARQUEE SITE SAFETY CHECK SHEET</b>			
<b>1. KEY PERSONNEL</b>			
<b>Item</b>	<b>Detail (List personnel names)</b>		
1.1	Supervisor is:		
1.2	First aiders are:		
<b>2. EMERGENCY INFORMATION</b>			
<b>Item</b>	<b>Detail (List fleet no. or office location)</b>		
1	Emergency procedures located:		
2	Emergency evacuation point is:		
3	First aid kits located:		
4	Fire extinguishers located:		
5	Accident/incident reporting forms located:		
6	Who to report hazards to:		
7	Who to report accidents/incidents to:		
<b>3. SITE INFORMATION</b>			
<b>Item</b>	<b>Detail</b>		
1	Safe parking area is:		
2	Material storage area is:		
<b>4. OTHER HEALTH AND SAFETY ISSUES</b>			
<b>5. STAFF PRESENT AT SAFETY MEETING</b>			
NAME	SIGNATURE	NAME	SIGNATURE
<b>6. TEMP CASUAL STAFF INDUCTED ON SITE</b>			
NAME	SIGNATURE	NAME	SIGNATURE
<b>7. OTHER PEOPLE INDUCTED ON SITE</b>			
NAME	SIGNATURE	NAME	SIGNATURE

# A ■ Annex A - Forms and Guides

## A.2 Annex A2 - Site Completion and Customer Handover Form

### SCCH FORM - Site Completion and Customer Handover Checklist

Customer:		
Customer contact signing this form:	Date:	
Site:	Senior Rigger:	
Number of structures:	Capacity designed for:	
The structure(s) in use:	Type:	Size:
Confirmation that the works have been carried out in accordance with the APEX BPG, consent including exemption for consent and the client instructions.	YES / NO	
Confirmation that checklist C2 from the APEX BPG has been completed.	YES / NO	

**If the answers to either of the above is No, or there is still agreed work to be completed, please list details below:**

Details:	
Wind rating as built:	
Evac Scheme required: If yes, confirmation that appropriate scheme is in place.	YES/ NO

**In the event of a weather event, please take the following actions:**

If the winds are forecast to be above _____ the structure(s) are to be vacated immediately.
If the winds are forecast to be above _____ but below _____ the marquee can be occupied but must be secured with all structure walls down, installed and appropriately anchored.
If snow falls, the inside of the structure needs to be heated to at least 12°C to ensure snow does not settle on the roof.

**Weather forecasting.** This has been discussed and the client understands its obligations to monitor the weather and ensure the structures are secured accordingly.

The client will ensure that **when the site or structure(s) are unattended the structure(s) are closed up**, all side walls installed and secure as instructed as built without first contacting the hirer or installer. Only the hirer or approved installer can allow for the customer to make adjustments.

**The customer acknowledges that any increase in the capacity** noted above may have an impact on the compliance requirements for the structure(s) use.

**Fire and evacuation procedures** have been fully explained and briefed to the client. This includes the safe operation of any specialised equipment.

**Electrical equipment** supplied by the Hirer have been briefed to the customer including safe operation.

**Other hire items** supplied by the hirer have been supplied ready for use with any specific instructions for use having been briefed or instructions provided to the customer.

<b>Emergency and after hours contact details:</b>	Name:	Number:
Signed by:		
The Customer: (name)	Signature:	
The Hirer/Installer: (name)	Signature:	

# A ■ Annex A - Forms and Guides

## A.3 Annex A3 - Marquee Compliance Calculation Guidance Form

### MARQUEE OCCUPANCY GUIDANCE

Acceptable solutions can be calculated using the information below

Acceptable solutions can be calculated using the information below

Total floor area of the marquee  = m<sup>2</sup>

#### Calculate the occupancy density (refer table 1)

Total number of persons

x  =   
 Area (m<sup>2</sup>)                      Occupancy density                      Total no. of persons  
(See table 1 for calculation)

#### Calculate the exits

Total metres of exit width

x  =   
 No. of persons                      7mm of width per person                      Total meters of exit width  
(Not less than 850mm)

#### Calculate the safety features required

\* Exit signs must be illuminated when the marquee is used during the hours of darkness (refer table 3).

**Notes:** See table 2 for number of exits required. Where two escape routes are required each escape route shall be sized for the required total width i.e. where a total of x metres of exit width is required, two exits of x metres shall be provided. Where more than one means of escape is required the minimum distance between the two routes shall be 8 metres. Exit ways must be evenly distributed around the perimeter of the marquee to avoid excess travel distances. The minimum width of any escape route is 850mm.

**Table 1**

No. of persons	m <sup>2</sup> per person
Bar standing area	0.5
Loose seating	0.8
Loose seating & tables	1.1
Dining tables & chairs	1.25
Fixed seating	No. of seats provided

**Table 2**

No. of persons	m <sup>2</sup> per person
Up to 500	2 means of escape
500 - 1,000	3 means of escape
1,001 - 2,000	4 means of escape
No exit way shall be less than 850mm in width	

**Table 3 - Precautions required**

NUMBER OF PERSONS	EXIT SIGNAGE	ILLUMINATED EXIT SIGNAGE	FIRE ALARM	TELEPHONE	EVACUATION PROCEDURE	FIRE EXTINGUISHERS	EMERGENCY LIGHTING THROUGHOUT
Up to 50	Yes	No	No	No	Yes	No	No
51 to 100	Yes	No	Yes	Yes	Yes	No	No
101 to 250	Yes	No	Yes	Yes	Yes*	No	No
251 to 500	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
501 to 1000	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
1001 to 2000	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
Over 2000	Specific design a fire engineer						

• To be approved by Fire and Emergency New Zealand (FENZ)

#### Number of exits provided (refer table 2)

#### Number of sanitary fixtures provided (refer table 4)

**Table 4**

No. of persons	Number of sanitary fixtures required
Up to 50	1 Fixture
Up to 80	2 Fixture
Plus one for every additional 50 or part thereof	
Number of accessible (disabled) fixtures required	
Up to 300	1 Fixture
Up to 600	2 Fixture
Up to 1,000	3 Fixture

# A ■ Annex A - Forms and Guides

## A.4 Annex A4 - NZAS-1530.2 Certificate of Flammability Test - Example

### Certificate of Test

NF8999 REPORT No.: FNF10968

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TEST FOR FLAMMABILITY OF MATERIALS IN ACCORDANCE WITH AS 1530.2-1993

TRADE NAME: Precontraint 502

SPONSOR: Serge Ferrari  
Zone Industrielle  
BP 54  
LA TOUR-DU-PIN CEDEX  
FRANCE

DESCRIPTION OF SAMPLE: The sponsor described the tested specimen as polyester yarn fabric coated with varnished PVC on both sides. The PVC contained flame retardant additives.

Nominal total thickness: 0.47 mm ± 10%  
Nominal total mass: 590 g/m<sup>2</sup> ± 5%  
Colour: white

TEST PROCEDURE: Samples were tested in accordance with Australian Standard 1530 Part 2 - Test for Flammability of Materials - 1993. Six (6) samples were tested in accordance with AS 1530.2-1993.

RESULTS: The following were obtained for the specimen:

	Maximum Flame Height	Time for Flame to Reach Top (t)	Area Under Curve (cm)
Mean	3.2	N/A	1.3
Coefficient of Variance (%)	12.89	N/A	1205

From which the following indices were obtained:

SPREAD Factor	SPEED Factor	HEAT Factor	FLAMMABILITY INDEX
0	N/A	0	0

The results of this fire test may be used to directly assess fire hazard, but it should be recognised that a single test method will not provide a full assessment of fire hazard under all fire conditions.

DATE OF TEST: 23 October 2013

I sued on the 24th day of October 2013 without alterations or additions.



Heherson Alarde  
Testing Officer



Brett Roddy  
Team Leader, Fire Testing and Assessments

This document is issued in accordance with NATA's accreditation requirements.

Accreditation No. 166 - Corporate Site No. 3625

CSIRO Materials Science and Engineering 14 Julius Avenue, Riverside Corporate Park, North Ryde  
NSW 2113 AUSTRALIA Telephone: 61 2 9490 5444 Facsimile 61 2 9490 5555

## B ■ Annex B - Consents and Exemptions

- B.1.1** Schedule 1 of the Building Act 2004 lists the following marquees as automatically exempt from requiring a building consent - refer legislation as follows;  
(5) Tents, marquees, and similar lightweight structures
- Building work in connection with any tent or marquee, or any similar lightweight structure (for example, a stall, booth, or compartment used at fairs, exhibitions, or markets) that -
- does not exceed 100 square metres in floor area; and
  - Is to be, or has been, used for a period of not more than 1 month.
- B.1.2** This exemption allows you to construct, alter or remove a tent or marquee, that is being used either for public assembly (e.g. at a school gala) or private use (e.g. for a wedding reception). However, this is only if the tent or marquee does not exceed 100 square metres, and is not in place for more than a month.
- B.1.3** The exemption also recognises the simple construction and temporary nature of stalls used at fairs, exhibitions (such as trade shows) and market events. The above conditions also apply to private marquees.
- B.1.4** If you are proposing to erect a marquee that does not fall into the above category, you can apply for a building consent or with some Council's, a discretionary exemption from the need for building consent. Councils will consider each application on its own merits, checking for compliance with relevant building code clauses, and either grant or refuse the application.
- B.1.5** Discretionary exemptions are not automatically granted.
- B.1.6** With exemptions, whether under schedule 1, or discretionary, all work must meet the code. Councils need to be satisfied that a code of compliance would otherwise be issued.

### B.2 Information to be supplied for building consent or exemption application:

- B.2.1** The type of information required to be supplied with an exemption from building consent application is the same as for a building consent application, i.e. it needs to demonstrate compliance with the relevant provisions of the building code:
- Record of title (formerly known as certificate of title) less than 6 months old
  - Site plan - this needs to be specific to the site and show:
    - Access provision for emergency services
    - The location of the marquee(s) if application is for more than one, on the same site
    - Emergency assembly area(s)
    - Location of fire extinguishers
    - Location of existing buildings - dimensions to relevant boundaries
    - Location of toilets including accessible toilets
    - The location, type and storage capacity of any hazardous substances on the site
    - Compliance calculations must be provided with each application -see ANNEX (A.3)
    - Dimensioned floor plan and elevations of marquee(s), showing available exits, size of the marquee, location of tie down points, etc
    - Details of egress and fire safety provisions etc
    - Details of restraints/tie downs (these can vary for wind zones/speeds).
    - Documentation confirming marquee surface finishes meet NZ Building Code Group Number requirements- (e.g.see ANNEX (A.4) - AS 1530.2 Flammability test example)
    - An indication of time the marquee(s) is expected to be up for and who will be erecting/dismantling it.

Continued ►

## B ■ Annex B - Consents and Exemptions

◀ From page 27

- For marquees with large occupant numbers of 100 people or more, and/or providing employment facilities for 10 or more persons, an evacuation scheme must be approved by **Fire and Emergency New Zealand (FENZ)** before the marquee is occupied.
- Information relating to items a) to g) above may be provided by the person/company offering the marquee for hire - it is recommended that you check at the time of booking the marquee.
- The event organiser is also responsible for obtaining appropriate approvals for any service connections (ie water or sewer) prior to the event - for further information contact your local Council.

**B.2.2 Note** - if an exemption is granted, no inspection is undertaken by Council as the applicant has already confirmed the building work will comply with the Building Code throughout the time the marquee is erected.

**B.2.3** A copy of the granted exemption or consent must be provided to the hire company prior to any set up being commenced.

**B.2.4** HIANZ sought a legal opinion in May 2017 from its lawyers, Martelli McKegg, around who was responsible for obtaining a consent or exemption for consent.

**B.2.4.1** It is the “owner” in the Building Act who is responsible. In most cases the “owner” will be the person(s) shown on the title as the registered proprietor(s). It is possible for the hirer or hire company to apply to be the agent of the landowner, such consent should be in writing.

**B.2.4.2** However section 40 of the Building Act provides that the hire company or the hirer must not carry out any building work that requires a building consent, except in accordance with a building consent. Anyone who breaches this requirement commits an offence and is liable to a fine of up to \$200,000 and a further fine of up to \$10,000 per day that the offence continues.

**B.2.4.3** Importantly any work must be carried out in accordance with the consent. Furthermore, it is not a defence when an application has been applied for. The consent or exemption must be sighted before any work is commenced.

## C ■ Annex C - Checklists

### C.1 Annex C1 - Annual check on equipment

- C.1.1** **Note:** These checks shall be undertaken as a minimum. Additional checks may be required by the equipment manufacturer's recommendation. The results shall be recorded in a permanent form.
- C.1.2** Woodwork shall be structurally sound - splits or major cracks to be bound, clamped or filled and a suitable stress graded test should be initiated, and failures discarded accordingly.
- C.1.3** All ropes shall be checked for fraying and anything with over 20% fraying shall be discarded. If used for guying the fabric structure this should be reduced to zero. No knots allowed either as this reduces the ropes strength by 30%.
- C.1.4** All ratchet and webbing stop systems should be checked for normal operation. Ratchets for full and free movement and secure latching. Webbing with any sign of damage, fraying or stitch failure should be discarded.
- C.1.5** All roof and wall covers shall be checked for tears and repaired in accordance with the manufacturer's recommendations.
- C.1.6** All repairs to load bearing structural members shall be according to manufacturer's instructions or certified by a qualified structural engineer.
- C.1.7** All wire rope shall be checked for fraying and thimble loop integrity.
- C.1.8** All purlins shall be checked to ensure that they are straight.
- C.1.9** All brackets shall be checked to ensure that they are sound and secure.
- C.1.10** All riveted connections shall be checked for soundness.
- C.1.11** All non-galvanised steel shall be checked for sign of corrosion.
- C.1.12** All welds shall be checked for cracks.
- C.1.13** All extruded sections shall be checked for kinking or bowing.
- C.1.14** Safety wires on all ridge poles shall be checked for soundness and secure fixing.
- C.1.15** All steel connections or base plates should be checked for deformation, dents or bends. These should be corrected with repair or replaced if to damaged

# C ■ Annex C - Checklists

## C.2 Annex C2 - Required minimum checklist for assembled structures -

MINIMUM CHECKLIST FOR ASSEMBLED STRUCTURES	
1	All aspects of the final structure are at a safe distance from power lines & other hazards
2	Anchorage are suitable for the purpose and soil condition and are holding fast
3	Bracing wires/bars on roof and walls are in place and adequately tensioned <sup>1</sup> .
4	All ropes, including wire ropes, ratchet stops are sound
5	Fabric is tensioned and not prone to ponding
6	Emergency exits are in place, operating correctly and are without obstruction (Minimum of two for tents holding 50 or more people)
7	Escape routes are clear of obstruction
8	Exposed ropes and stakes adjacent to exits and entrances are marked and/or roped off
9	Exposed pegs have adequate peg protection covers
10	All locking pins and bolts are in place and secure
11	All structural supports are sound without cracks or significant dents and not overstressed
12	Eaves connection joints are securely locked home
13	No unrepaired tears in fabric are present
14	Flooring is evenly laid and there are no tripping points
15	Carpet and other floor covering are securely fixed so as to minimise the risk of tripping
16	Roof lining does not drop significantly below eaves
17	All timber uprights and ridges are free from splits that are likely to cause failure. <sup>2</sup>
18	Walls are securely pegged and/or secured
19	A pole tent has a full complement of side uprights, anchor stakes, pulley blocks & guy ropes
20	The main upright(s) is/are independently guyed where appropriate.
21	Suspended weights are evenly distributed and do not overload the structure; no excessive weights suspended from roof beams, ridges etc.
22	Flame retardant labelling is in place on every panel
23	Final all-round visual check to satisfy that tent is erected securely

1. Generally two per gable/adjacent bay roof and two per gable/adjacent bay walls Intermediates for structures over five bays as above.

2. The total depth of shrinkage splits at any point round a timber pole should not exceed in length more than half the diameter - use credit card or similar to measure.

## C ■ Annex C - Checklists

### C.3 Recommended minimum checklist for sales staff (client awareness)

**C.3.1** Access and exit for the public including disabled, emergency vehicles and equipment.

Stakes and ropes can present a tripping hazard and members of the public and staff should as far as possible be kept away from areas where such dangers are present; the use of fences or other barriers is recommended. Where this cannot be achieved, the contractor can protect stake heads with padding.

**C.3.2** The proximity of surrounding buildings and vegetation and other fire risks in relation to the spread of fire.

**C.3.3** The need for a telephone, or a mobile phone (to call emergency services).

**C.3.4** Availability of mains services.

**C.3.5** The slope or unevenness of the ground.

**C.3.6** Client must notify contractor of the position of underground services or overhead cables, which may present hazards during the install or use of the fabric structure.

**C.3.7** If underground services or overhead cables cross sites where fabric structures are to be erected, the client shall first obtain appropriate advice from the service company concerned.

**C.3.8** For larger events, it is recommended that an outline site plan of all structures should be prepared by the client showing the position of all entrances and exits, generator equipment, vehicles etc. It should be kept up to date on the site and be readily available for inspection. The plan should be agreed by the licensing authority, following consultation with the fire authority, having regard to occupancy, use, position and other factors relevant to safety. It should not be altered without reference to the licensing authority. The fabric structure supplier should be furnished with the latest copies of such a plan.

**C.3.9** The site should be arranged so as to allow for adequate means of access by firefighting appliances to within 50 metres of any part of the structure. Access routes should be not less than 4 metres wide, should have no overhead structure or cable less than 4.5 metres above the ground and should be capable of taking the weight (about 12.5 tonnes) of firefighting appliances in all weathers. Emergency vehicle routes within the site should be kept clear of obstruction at all times.

**C.3.10** Access to hydrants and other water supplies should not be obstructed or obscured.

**C.3.11** There must be at least 6 metres between fabric structure establishments.

## D ■ Annex D - Occupancy

**D.1.1** The calculated occupant capacity of the premises, or any part thereof, should be determined from the occupant load densities from table 2.0 and the applicable floor areas: if bench seats or similar continuous seating, by dividing the total width of such seating by 450 mm.

Table 2.0 : Occupant Densities		
Area	Users/m <sup>2</sup>	m <sup>2</sup> /person
Area for standing	2.4	0.4
Bar standing area	2.0	0.5
Dance floor	1.2	0.8
Loose seating	1.25 (or numbers of seats)	0.8 (or based on numbers of seats)
Bar sitting area	1.0 (or numbers of seats)	1.0 (or based on numbers of seats)
Restaurants, dining rooms, loose seating with tables	0.9 (or numbers of seats)	1.1 (or based on numbers of seats)
Dining, beverage and cafeteria spaces	0.8	1.25
Exhibition area, trade fair	0.7	1.4
Showrooms	0.2	5
Retail spaces for furniture, flooring covering, large appliance, building supply and manchester	0.1	10
Kitchens	0.1	10
Fixed seating area	Number of seats*	Based on numbers of seats

**D.1.2** Where a space has alternative uses the occupant load factor should be the one for the most onerous of the uses.

# E ■ Annex E - Exits

There must be enough exits, and with sufficient width, to permit safe evacuation of the calculated occupant capacity. Where existing exits are not sufficient, there are two courses of action. The most satisfactory arrangement is the provision of additional exit capacity by means of either more or wider exits. The other course is to limit the number of people admitted to the fabric structure to that which the exits can serve, provided that the number of persons can be controlled to prevent overcrowding. Regard should also be given to the needs of disabled persons.

## E.1 Occupancy calculations - relevant factors

One unit of exit width	7mm per person
Minimum exit width ( $W_m$ )	1000 mm
If occupant load is less than 50	700 mm for horizontal travel and 850 mm for vertical travel
Occupant load factor	See table in Annex D
Floor area in metres <sup>2</sup>	
Number of persons	Floor area in metres <sup>2</sup> multiplied by occupant load factor

**E.1.1** With these factors it is possible to calculate the number of units of exit width and subsequently the number and width of exits required for a given number of persons:

Total Exit Width	Number of Exits
$W = N \times 7$	$E = W/W_e$
<b>Where</b>	<b>Where</b>
N = Number of persons	E = Number of exits required
W = total exit width required (mm)	W = total exit width required (mm)
	$W_e$ = exit width, being not less than $W_m$
	Where a decimal of 0.75 or over result, the next whole number is used.

There is also a requirement to have at least a certain number of escape routes, based on the occupancy. This can in some situation be a determining factor for the width of exits used in the calculation using the factors above.

Minimum number of escape routes.

# E ■ Annex E - Exits

## E.2 Evacuation calculation - example

- E.2.1** This example demonstrates the use of rounding up (or down) as the case may be; it also brings into use the variable occupant load factors for bar areas where seating is provided.
- E.2.2** Question: What are the exit requirements for a fabric structure used as a dance hall?
- E.2.3** The dance floor area is 420m<sup>2</sup>, and the bar area is 60m<sup>2</sup> of which 30m<sup>2</sup> has tables and chairs.
- E.2.4** To arrive at the answer you need to complete the following calculations:

### 1. Work out the number of people that the floor area will accommodate:

The dance floor will accommodate:  $420/0.8 = 525$  persons

The bar will accommodate:  $30/0.5$  (standing) +  $30/1.1$  (tables and chairs) = 87 persons

**Total occupancy = 612 persons**

### 2. Work out the total exit width required:

The total exit width (W) is calculated as follows:

$$W = 612 \times 7 = 4284\text{mm}$$

### 3. Work out number of exits required:

The number of exits (E) required is calculated as follows (assuming 1000mm exit width):

$$E = W/1000 = 4284/1000 = 4.3, \text{ round up to } 5.$$

**Total number of exits required therefore = 5**

### 4 Work out how these exits must be distributed:

The occupancy is 612 people

Therefore, the exits must be located so that there are at least 3 escape routes.

**Answer: A minimum of 5 exits comprising not less than 1000 each, distributed to provide 3 escape routes.**

**Note:** This may be achieved by having 5 exits of 1000mm each or 4 exits of 1075mm (or other combinations provided no exit is less than 1000mm), or three exits of 1430mm.

**Note:** Further to this calculation, it is good practice to allow for an additional fire exit, on the assumption that one may be inaccessible in the event of an emergency.

# F Annex F - Working at Height

**Note** - below is taken from WorkSafe's current (as at May 2019) BPG dated April 2012 that refers to the previous HSE Act. WorkSafe note the guide will be progressively reviewed and either updated, replaced with other guidance or revoked.

This Annex gives guidance on the safe erection, fitting out and dismantling of structures where working at height is involved.

## F.1 Introduction

**F.1.1** Investigations by WorkSafe into falls while working at height show that more than 50 percent of falls are from less than three metres and approximately 70 percent of falls are from ladders and roofs.

**F.1.2** Factors contributing to injuries sustained from working at height include:

- lack of or inadequate planning and hazard assessment
- inadequate supervision
- insufficient training for the task being carried out
- incorrect protection or equipment choices
- incorrect use or set-up of equipment including personal protective equipment
- unwillingness to change the way a task is carried out when a safer alternative is identified
- suitable equipment being unavailable.

**F.1.3** Where the potential of a fall exists, the following simple hierarchy of controls shall be considered by duty holders:

- F.1.3.1** Can the job can be done without exposing persons to the hazard (eliminate).  
This can often be achieved at the design, construction planning and tendering stages.
- F.1.3.2** If elimination is not practicable then steps should be taken to isolate people from the hazard. This can be achieved using safe working platforms, guardrail systems, edge protection, scaffolding, elevated work platforms, mobile scaffolds and barriers to restrict access.
- F.1.3.3** If neither elimination nor isolation are practicable then steps should be taken to minimise the likelihood of any harm resulting. This means considering the use of work positioning systems or travel restraint systems, safety harnesses, industrial rope access systems and soft landing systems.

**F.1.4** The Good Practice Guideline Working at Height in New Zealand is a generic guide that is not industry-specific. Many industries have their own guidelines that address the specific issues which are unique to their working environments, for example, the electricity sector. These also should be considered.

**F.1.5** A risk assessment shall be carried out for all work at height. It is essential that the hazards are identified before the work starts and that the necessary equipment, appropriate precautions and systems of work are provided and implemented.

### Doing nothing is not an option

# F ■ Annex F - Working at Height

## F.2 Work plan

**F.2.1** Too many falls from height are caused by a failure to plan and organise work properly. Start by planning a safe approach.

### F.2.2 Planning safe working at height means:

*F.2.2.1* identifying the hazards

*F.2.2.2* assessing the risks

*F.2.2.3* controlling the risks

*F.2.2.4* monitoring your approach

*F.2.2.5* documenting your approach.

### F.2.3 IDENTIFY THE HAZARDS

*F.2.3.1* Identify any hazards of working at height where someone could fall. Four ways of identifying hazards are:

- **Physical inspections** - walk around the workplace using a checklist to identify and manage hazards.
- **Task analysis** - identify the hazards involved in each task of the job.
- **Process analysis** - identify hazards at each stage of the production or service delivery process.
- **Analysis of accident investigation** - identify hazards and causal factors from investigations involving similar types of work.

### F.2.4 ASSESS THE HAZARDS

*F.2.4.1* Decide if the identified hazards are significant. How badly harmed someone would be if they fell and how likely a fall could be? If serious harm could result, then it's a significant hazard.

### F.2.5 CONTROL THE HAZARD

*F.2.5.1* Now keep people safe from the identified significant hazards.

*F.2.5.2* Select the best work method to eliminate, isolate or minimise (in that order) the potential for harm resulting from the significant hazard.

*F.2.5.3* A combination of controls may need to be used to control the hazard. However, eliminating the hazard is the best option. But remember, doing nothing is not an option.

- Can the hazard of working at height be eliminated?
- Could long-handled tools be used from ground level?
- Could structures be built at ground level and lifted into position on completion?
- Can the hazard of working at height be isolated?
- Could edge protection be used?
- Could a guard-railed work platform (e.g. scaffold or elevating work platforms) be used?
- Could a total restraint system be used to prevent a fall occurring?
- Can the distance and impact of the fall be minimised?
- Only take this step when elimination and isolation options have been exhausted.
- Could a fall arrest system be used?
- Could nets or air bags be used to minimise the impact of a fall?

# F ■ Annex F - Working at Height

## F.2.6 GROUP CONTROLS VERSUS PERSONAL CONTROLS

- F.2.6.1* As well as the hierarchy of controls, think about the controls that protect multiple people from falling. These are group controls. The best work methods are those that don't require any active judgement by the workers to keep themselves safe, such as edge protection, scaffold, and elevating work platforms.
- F.2.6.2* Personal controls only look after individuals and rely on active judgement by the user for them to work safely (e.g. fall restraint harness and fall arrest). Training, inspection and equipment maintenance are critical for these personal control measures to be effective.

## F.2.7 HOW TO SELECT THE RIGHT EQUIPMENT

- F.2.7.1* Figure 1 provides assistance for selecting the best equipment for keeping people safe at height. This figure steps through a comprehensive range of possible controls, starting with the most effective - elimination, and then working through isolation and minimisation.
- F.2.7.2* As each control is assessed, it is practical to consider the following:

**Working conditions** - Slopes, poor ground, obstructions and traffic can determine the choice of work equipment. For example, an elevating work platform (EWP) could reach over bad ground or obstructions as long as its stability was not compromised. An EWP may be preferable to a tower scaffold in such circumstances.

**Distance to be negotiated for access and egress** - Ladders are likely to be less suitable for higher access.

**Distance and consequences of a fall** - A fall arrest system would be ineffective if the deployment length was greater than the fall height. The user would hit the floor before the system could deploy.

**Duration and frequency of use** - Long-duration, higher frequency work justifies a higher standard of fall protection, e.g. a tower scaffold rather than a ladder. However, a ladder may be justified for short duration low-risk repetitive work.

**Rescue** - If rescue from a deployed fall arrest system is going to be difficult, choose other work equipment, e.g. an EWP.

**Additional risk posed by the installation and removal of work equipment** - An EWP used by one person may entail less risk than exposing two or three people to erect a tower or scaffold for the one person to work safely.

## F.2.8 MONITORING THE APPROACH TO WORKING AT HEIGHT SAFELY

- F.2.8.1* The approach should be constantly assessed to ensure it is effective and fit for purpose. This could mean carrying out regular inspections of the control measures, discussing the control measures at tool box talks and site meetings with contractors, and actively supervising the work.

## F.2.9 DOCUMENT THE APPROACH TO WORKING AT HEIGHT SAFELY

- F.2.9.1* A good record of the planning process and communications with clients, contractors, workers, and other site visitors should be maintained.

# F ■ Annex F - Working at Height

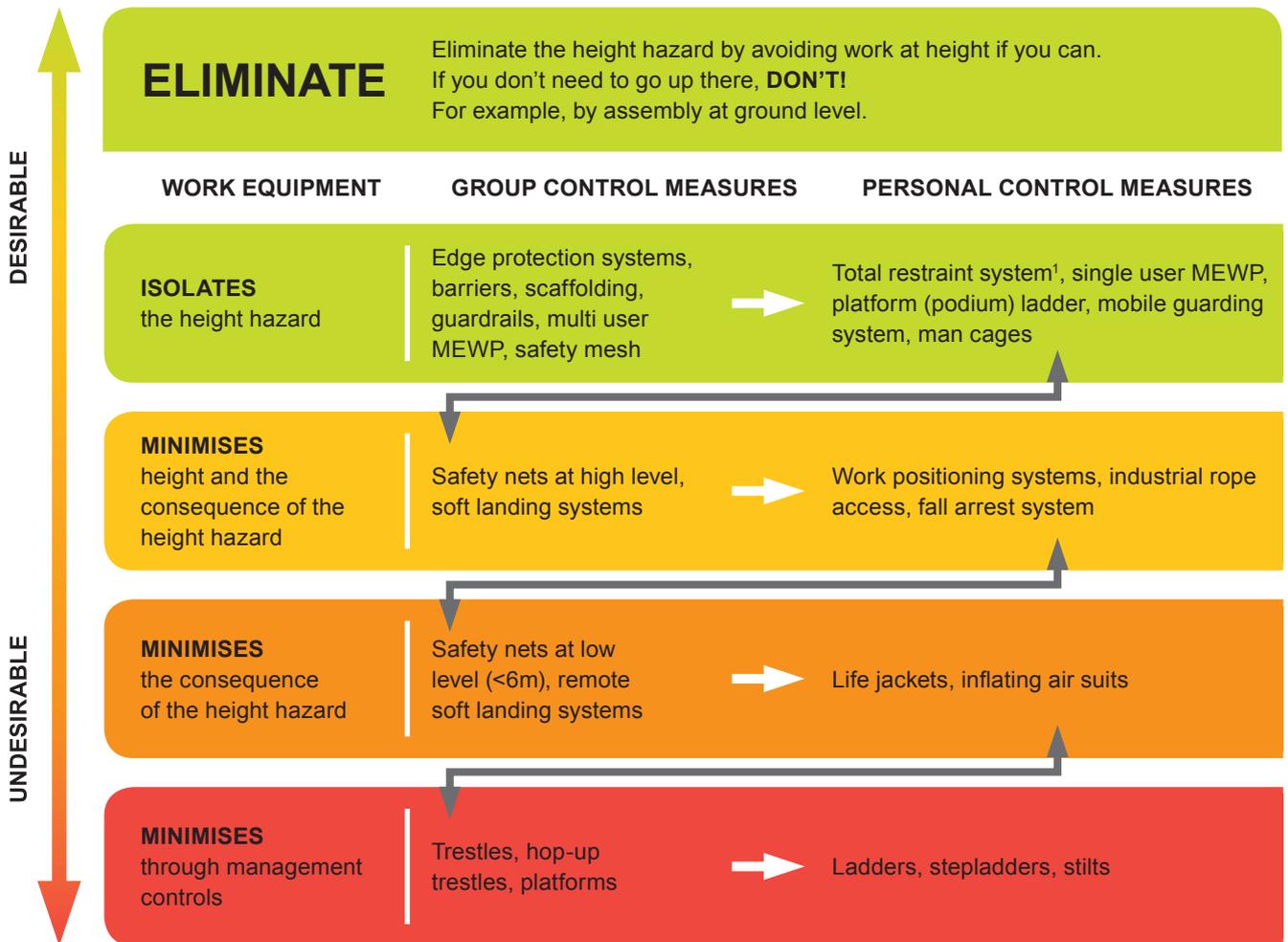


Figure 1 above: **The selection of work equipment linked to hierarchy of controls**

(1) While a harness is classified as PPE, which is a minimisation control, a total restraint system is more desirable than other minimisation controls and can be considered isolation of the hazard.

## F.3 Elimination controls for height hazards

The best method of hazard control is eliminating the potential of a fall.

**F.3.1** Consideration of elimination controls should occur early in the project development stage in order to allow necessary design, planning and coordination.

Eliminating the potential of a fall can be achieved through:

- safer design
- using alternative construction methods
- using specific tools and equipment.

## F ■ Annex F - Working at Height

### F.4 Legislative framework (Taken from 'WorkSafe BPG Working at Height in New Zealand' noting this is still to be updated)

- F.4.1** The HSE Act is the overarching legislation and compliance is mandatory. The HSE Act sets out duties which are supplemented by regulations, approved codes of practice and guidelines. Codes of practice are developed through collaboration between the Ministry of Business, Innovation and Employment and industry.
- F.4.2** A full copy of the HSE Act and the associated Regulations can be downloaded at [www.legislation.govt.nz](http://www.legislation.govt.nz).
- F.4.3** Approved codes of practice are guidelines which have been approved by the Minister of Labour under the HSE Act. Their requirements are not mandatory or enforceable, but their observance is accepted in court as evidence of good practice.
- F.4.4** Guidelines developed by, or in conjunction with, the Ministry of Business, Innovation and Employment are an important source of guidance for how to meet the requirements of the HSE Act.
- F.4.5** Where appropriate, New Zealand or other standards may be cited in approved codes of practice or guidelines.
- F.4.6** For further information about legislative requirements of the HSE Act and its regulations please refer to the Ministry of Business, Innovation and Employment's guidance material:

**Keeping Safe at Work - A Guide for Employees**

**Managing Health and Safety - A Guide for Employers.**

# G ■ Annex G - APEX Skills Cards

## G.1 The Basics

- G.1.1** APEX BPG members can order skills cards through the members' website.  
A skills card is designed to promote the competencies of each individual by displaying their driving licences, qualifications and types of temporary structures operated.
- G.1.2** An APEX BPG skills card can be used to promote that a member has successfully completed a APEX course subject to the logo being present on the card.
- G.1.3** Employers can accredit staff as site supervisors, senior riggers or crew members as appropriate.  
A description of each card type is shown below:
- G.1.4** The card is valid for 3 years and can be renewed when requested by a member.

Card Type	Description
<b>Site Supervisor</b> - Level (TBC)	A Site Supervisor is someone that would not only run a crew, team, and oversee the erection of various tent, marquees or temporary structures but can also have input into the planning of jobs and can train new staff.
<b>Senior Rigger</b> - Level Two	A Senior Rigger can be qualified based on skills, experience and knowledge can only do so through accreditation by their employer, or if necessary, on submission of a CV/work experience.
<b>Crew</b> - Level One	Crew, team or group employees can receive this accreditation from their employer based on their CV/work experience.

## G.2 Card Details

- G.2.1** The front of the card contains:
  - ✓ Photo ID.
  - ✓ Employee name.
  - ✓ Company name.
  - ✓ type.
  - ✓ Tent types.
  - ✓ Driving licenses (License codes).
  - ✓ Qualifications.
  - ✓ Issued date.
  - ✓ Expiry date.
  - ✓ HIANZ/APEX BPG logo.
  - ✓ APEX Training logo - dependent on whether the card holder has the qualification.

## G ■ Annex G - APEX Skills Cards

**G.2.2** The back of the card contains the coding for the tent types and qualifications:

✓ Registered address.

**G.2.3** Each card holder's qualification and licences are valid at date of issue.

KEY	TENT TYPES	KEY	QUALIFICATIONS
FS	Frame tents up to 16M	A	Forklift
FM	Frame tents over 16M	B	Truck Mounted Forklift
PS	Pole tents up to 16M	C	Telehandler
PL	Pole tents over 16M	D	Manbasket
ML	Multi-Level	E	Truck Mounted Crane
NT	Nordic Tipi	F	Banksman
SP	Saddlespan	G	Tower Scaffold
ST	Stretch Tent	HIANZ	Powered Access Platforms (MEWP)
IT	Inflatable Tent	I	CAT Scan
	J	First Aid	
	K	Electrical Safety	
	SS	APEX Level 1/2/?	

# H ■ Annex H - HIANZ/APEX Code of Practice

## H.1 Foreword

- H.1.1** HIANZ is the recognized hire and rental industry association that includes the Events and Party sector covering the use of marquees, tents and temporary structures in the New Zealand.
- H.1.2** The APEX BPG (Best Practice Guide) for temporary structures is overseen by HIANZ and approves all potential members and annually inspects them against set criteria to ensure they reach the high standards expected of a HIANZ member.  
This Code applies to all NZ based APEX accredited HIANZ members.
- H.1.3** The purpose of this Code is to ensure that all APEX BPG members trade in a fair and reasonable manner.
- H.1.4** In the event of any dispute, HIANZ has developed procedures which should be followed to enable members to resolve customer complaints quickly and fairly. If this fails, then HIANZ offers a mediation service to help reconcile the member with its customer(s). If a reconciliation cannot be reached, then HIANZ will assist the member and the customer in finding a suitable arbitrator.
- H.1.5** Compliance with this Code is mandatory for all members of the APEX BPG. As with any Code, this document does not explicitly cover every situation which may arise, but members are expected to adhere to the spirit as well as the letter of this Code at all times. There is a range of disciplinary procedures and sanctions built into this Code, including expulsion for persistent and serious breaches.
- H.1.6** Only bona fide members may use the HIANZ/APEX BPG logo in their promotional material. You may check a company is a member of HIANZ by visiting our website or contacting HIANZ on +64 7 575 2563.
- H.1.7** Nothing contained in this Code affects the contractual or statutory rights of the member or the customer.

## H.2 Standard of Service

- H.2.1** Members must be clear and open in their dealings with customers. They must not knowingly misrepresent facts to a customer. Members must at all times behave with honesty and integrity.
- H.2.2** Members shall:
  - H.2.2.1** Comply with all relevant statutory and regulatory requirements and ensure that their staff are aware of such requirements.
  - H.2.2.2** Ensure all members of staff are aware of this Code and how its terms apply to them.
  - H.2.2.3** Carry out all work to the standards reasonably expected from a specialist.
  - H.2.2.4** Ensure that customers are made aware of their rights and this Code and are given all the help and advice they may reasonably require.

## H.3 Standard of Workmanship and Safety

- H.3.1** Members must take all reasonable steps to ensure the safety of employees and members of the public and carry adequate third party and product liability insurance.
- H.3.2** The member company shall observe a good standard of workmanship and any goods or materials supplied or hired by it shall be of appropriate quality. All workmanship and materials shall comply with the requirements of the contract and shall be to the reasonable satisfaction of the client for whom the work is performed.
- H.3.3** The member company shall check all its own work and shall ensure that all work is of a professional standard and carried out in a safe and timely manner (subject to the constraints of weather). When agreed between the supplier and customer, the goods shall be supplied in accordance with the relevant New Zealand, Australian and/or International Standards.

# H ■ Annex H - HIANZ/APEX Code of Practice

## H.4 Advertising and Social Media use

- H.4.1** All advertisements and promotional activity must be clear, legal and truthful. Advertisements must not be misleading or create a false impression even if everything stated is literally true. It must comply with all relevant legislation.
- H.4.2** Promotional activity includes but is not limited to; websites, brochures, blogs, social media, exhibitions stand and e-shots.
- H.4.3** Advertisements should not unfairly attack or discredit other products, services, advertisers or advertisements directly or by implication.
- H.4.4** Where a member uses an additional or alternative trading name, all advertising and marketing material must clearly show the link with the member's name registered with HIANZ.

## H.5 The Contract

- H.5.1** Members shall provide customers with clear descriptions of the goods and/or services to be provided and use fair and plain contract conditions which clearly set out the rights and obligations of each party.
- H.5.2** The contract must comply with all relevant statutes and legislation.
- H.5.3** The contract must:
  - H.5.3.1* Show the name and address of the member;
  - H.5.3.2* Describe the goods and/or services to be provided;
  - H.5.3.3* Provide clear information on timescales etc.;
  - H.5.3.4* Describe the terms of payment;
  - H.5.3.5* Identify any additional charges which may arise;
  - H.5.3.6* Draw the customer's attention to any unusual features of the contract;
  - H.5.3.7* Provide a full set of the member's terms and conditions; and
  - H.5.3.8* Incorporate an acceptance by the customers of the terms.
- H.5.4** A member may not cancel or significantly alter a contract after it has been entered into without informing the customer of the changes (including any alteration in price) and giving them the opportunity to withdraw from the contract.
- H.5.5** Members must have regard to current legislation and statute governing relevant consumer and commercial contracts and regulatory bodies.

## H.6 Sub-Contracting

- H.6.1** Where the member company sub-contracts any of its work it shall ensure that its sub-contractor is a competent and bona fide firm with all appropriate insurance cover and shall also ensure that the sub-contractor complies with this Code of Practice. The member shall act with fairness and integrity in all its dealings with its sub-contractors.

## **H ■ Annex H - HIANZ/APEX Code of Practice**

### **H.7 Complaints, Disputes and Claims**

- H.7.1** Members must have in place responsive and user-friendly procedures for dealing with customer complaints.
- H.7.2** Members must ensure that all staff are instructed in the handling of complaints. Staff should adopt a friendly and positive approach towards resolving a complaint.
- H.7.3** Members must ensure that all staff have the name and contact details of the person to whom complaints are to be referred to within their organisation.
- H.7.4** All members shall maintain a record of complaints and their resolutions. This should be made available for HIANZ to inspect whenever HIANZ so requests.
- H.7.5** Members shall co-operate with customers, their advisors and HIANZ in the resolutions of complaints.
- H.7.6** In the event of a dispute which cannot be resolved either the customer or the member may refer it to the free mediation service offered by HIANZ. All members must co-operate with HIANZ's mediation service.
- H.7.7** If a dispute cannot be settled by the mediation service, HIANZ will assist the parties to appoint an independent arbitrator to settle the dispute. Member's co-operation with any appointed arbitrator will be mandatory. The arbitrator will charge a fee and HIANZ may ask either or both parties to pay a deposit in relation to the arbitrator's fees before making such arrangements.

### **H.8 Infringement and Enforcement**

- H.8.1** HIANZ will consider and if appropriate investigate alleged breaches of this Code by a Disciplinary Committee. The Disciplinary Committee shall consist of at least three members of the HIANZ Board and may allow members with relevant experience to form part of such Disciplinary Committee.
- H.8.2** No member shall be allowed to form part of the Disciplinary Committee if they are materially a party to or involved with the alleged breach or if there is an apparent conflict of interest with any party involved.
- H.8.3** The Disciplinary Committee will carry out its investigation in accordance with HIANZ's Investigation and Disciplinary Procedures.
- H.8.4** In addition to the ability of members and non-members to bring complaints to HIANZ or to report alleged breaches of the Code, if HIANZ believes that any member is infringing this Code it shall be entitled to investigate accordingly and commence disciplinary proceedings on its own account.
- H.8.5** The Disciplinary Committee shall notify the member of any allegation made against him at least 28 days before its meeting and will state whether or not the alleged breach requires any action to be taken.
- H.8.6** If the member notifies HIANZ within 14 days of the receipt of the written confirmation of the decision of the Disciplinary Committee that he does not accept that decision then the matter will be referred to an independent arbitrator who shall be agreed between the parties or. The costs of such arbitration shall be borne by HIANZ in the event that the member is found not to have breached the Code and by the member in all other cases or in such other proportions as the arbitrator shall otherwise determine. The decision of the arbitrator shall be binding on both parties.

# I ■ Annex I - References

## DOCUMENTS ADOPTED BY REFERENCE

### I.1 Standards of particular interest.

Table 3.0 Standards of particular interest.

Number		Date	Title
AS/NZS 1170	Part 0	2002	<b>Structural Design Actions</b> General principles (Amdt 1, 2, 3, 4 and 5) Permanent, imposed and other actions (Amdt 1 and 2) Wind actions (Amdt 1, 2, 3, 4 and 5) Snow and ice actions (Amdt 1)
	Part 1	2002	
	Part 2	2011	
	Part 3	2003	
NZS 1170	Part 5	2004	<b>Earthquake Design Actions - New Zealand</b>
AS/NZS 1664	Part 1	1997	Aluminum structures Limit state design (Amdt 1)
NZS 3603		1993	Timber structures standard
NZS3404	Part 1	1997	Steel structures standard Steel structures Standard (Amdt 1 and 2)
AS/NZS 4600		2005	Cold-formed steel structures (Amdt 1)
NZS 3101	Part 1	2006	Concrete structures standard Design of concrete structures (Amdt 1 and 2)
NZS3604		2011	Timber framed buildings
NASH Standard	Part 1	2005	<b>Residential and Low-Rise Steel Framing</b> Design Criteria (Amdt A, B and C) Design Solutions
	Part 2	2014	
NZS 4223	Part 1	2008	Code of practice for glazing in buildings - Glass selection and glazing Glazing in buildings - Human impact safety requirements
	Part 3	2016	
AS 1530	Part 2	1993	Methods for fire tests on building materials, components and structures. Test for flammability of materials (Amdt 1)
ISO 5660	Part 1	2002	Reaction to fire tests - Heat release, smoke production and mass loss rate - Heat release rate (cone calorimeter)
AS 1657		2013	Fixed platforms, walkways, stairways and ladders - Design, construction and installation.
AS 1691		1985	Domestic oil-fired appliances - Installation
AS 2293	Part 1	2005	<b>Emergency Escape Lighting And Exit Signs For Buildings</b> System design, installation and operation (Amdt 1 and 2) Emergency escape luminaires and exit signs (Amdt 1)
	Part 3	2005	
AS 2444		2001	Portable fire extinguishers and fire blankets - Selection and location
AS/NZS 2918		2001	Domestic solid-fuel burning appliances - Installation
AS/NZS 4013		1999	Domestic solid fuel burning appliances - Method for determination of flue gas emission.
ANSI E1.21		2013	Entertainment Technology - Temporary demountable Structures Used for Technical Production of Outdoor Entertainment Events
BS EN 13782		2015	Temporary demountable structures - Tents - Safety
IStructE UK	Third Edition	2007	Temporary demountable structures Guidance on procurement, design and use
B1/VM1		2018	Verification Method for Structure (Amendment 17)
C/VM2		2017	Verification Method for Fire (Amendment 5)
F8/AS1		2017	Acceptable Solution for Signs (Amendment 4)

**COMMENT:** It should be noted that not all documents identified in this Table may be applicable for each application. It should also be noted that the majority of the documents referred to do not contain specific provisions for temporary demountable structures. Therefore, their application requires judgement based on evaluation of relevant factors and each case should be considered on its individual circumstances.

# I ■ Annex I - References

## I.2 REFERENCE DOCUMENTS OF PARTICULAR INTEREST

### Electrical

The Electricity (Safety) Regulations 2010 apply to appliances, leads, and hand-held tools connected to electricity.

The AS/NZS 3760 Standard is an option for PCBUs to demonstrate compliance testing and tagging.

The AS/NZS 3012 Standard provides guidance for the safe use of electricity on construction and demolition sites.

Our guide for ensuring electrical safety on small construction sites provides information about electrical supply on small construction sites.

### Health and Safety

The HIANZ Health and Safety Manual 2018 by OSHbox

Scaffolding NZ GPG 2016

<https://www.sarnz.co.nz/wp-content/uploads/2018/09/GPG-2016.pdf>

Working at height in New Zealand - Good Practise Guide by WorkSafe

<https://worksafe.govt.nz/dmsdocument/500-best-practice-guidelines-for-working-at-height-in-new-zealand>

WorkSafe working at height guidance material

Safe working with ladders and stepladders (PDF1.3 MB)

<https://worksafe.govt.nz/about-us/news-and-media/clarification-notice-best-practice-guidelines-mobile-elevating-work-platforms-august-2014/>

<https://worksafe.govt.nz/dmsdocument/26-mobile-elevating-work-platforms>





Best Practice Guidelines  
Safe Use and Operation of Temporary  
Demountable Fabric Structures