

Oklahoma Department of Labor



Leslie Osborn
COMMISSIONER OF LABOR

Administrative Guideline

TO: Amusement Ride Owners

FROM: James Williams
Director, Safety Standards Inspection Services

RE: Ropes Course – Zip lines & Sky Coasters

NOTE: Ropes Course – Zip lines & Sky Coasters must meet all requirements per 40 O.S. § 460, *et seq.*, Oklahoma Administrative Code (OAC) 380:55 and applicable American Society for Testing and Materials (ASTM) standards and all administrative guidelines. Guidelines can be found on the Oklahoma Department of Labor (ODOL) website, www.labor.ok.gov.

REGISTRATION

- Registrations expire the last day of the current operating year.
- All Ropes Course – Zip lines & Sky Coasters are required to be registered annually with the ODOL prior to operating in the new year.
- The annual registration application is available at www.labor.ok.gov. Submit applications to odol.amusement@labor.ok.gov.
- Registration fees will apply. See the fee schedule located on the Amusement Ride page in the “Related Topics” box titled “New Fee Schedule”.

INSURANCE

- Owners/operators must provide proof of insurance coverage on an annual basis prior to use.
- Upon renewal of insurance coverage, a copy must be provided to the Oklahoma Department of Labor (ODOL).
- Owners/operators are required to hold liability insurance of one million dollars (\$1,000,000.00) and provide a copy to the Oklahoma Department of Labor. The Oklahoma Department of Labor must be identified as the certificate holder as shown below:

Oklahoma Department of Labor
Safety Standards Division
3017 North Stiles, Suite 100
Oklahoma City, OK 73105

INSPECTION

- All inspections expire the last day of the current operating year.
- Ropes Course, Permanent Zip lines and Sky Coasters are required to be inspected annually prior to opening.
- A Zip line course will be treated as a single (one) device.
- Notification of annual inspection by the manufacture and manufactures designated representatives is to be provided to the Oklahoma Department of Labor to allow Surveillance to be scheduled at the same time.
- Oklahoma Department of Labor inspection will attempt to schedule inspection to coincide with the ACCT annual inspection.
- Owners/operators are required to request inspection of current inventory and newly acquired Ropes Course, Permanent Zip Lines and Sky Coasters that are added to current inventory prior to being placed into service.
- New companies as well as those under new ownership or management whose inventory has not been inspected by the Oklahoma Department of Labor are required to register and schedule inspection prior to any deice being put into operation.
- Inspections are scheduled to be conducted during regular business hours (M-F, 8-5) by submitting the annual application. Requests are to be received a minimum of 72 hours (3 business days) prior to inspection in order to guarantee inspector availability. The annual application is available at www.labor.ok.gov. Submit application to:

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odol.amusement@labor.ok.gov

- Inspection fees will apply. See the fee schedule located on the Amusement Ride page in the “Related Topics” box titled “New Fee Schedule”.
- Spot checks may be conducted by the Oklahoma Department of Labor throughout the season without notice and at no cost to the owner

ACCIDENT/INCIDENT

- Accidents/Incidents that involve a fatality, loss of limb or an injury requiring medical treatment more than ”on-site” will require the ride to be shut down and the accident/incident reported to the Oklahoma Department of Labor (ODOL) immediately by calling:
 - (405) 521-6100 or (405) 521-6604 during business hours (M-F/8-5)
 - (405) 343-9815 after business hours and weekends/holidays.
- The ride is not to be moved except for the safety of patrons/public.
- An accident/incident involving a mechanical failure will require the ride to be closed and not reopened until approved by the Oklahoma Department of Labor (ODOL).
 - An Amusement Ride Accident/Incident Report must be completed and submitted to the Oklahoma Department of Labor. The form is available at www.labor.ok.gov
- Injuries requiring “on-site” first aid medical treatment only, are to be documented. Documentation shall be available for review during Oklahoma Department of Labor (ODOL) annual inspections.

OWNER/OPERATORS ARE REQUIRED TO:

- Operators are to be trained annually by an ACCT certified trainer and must also maintain and provide copies of training certification records to the Oklahoma Department of Labor upon request. ACCT certified trainer's document must also be maintained and available for review.
- Owners must supply with copies of manufacturer's annual inspection reports to the Oklahoma Department of Labor.
- Operators are required to wear a name tag that lists all rides they have been trained and authorized to operate.
- Owners may be required to provide the Oklahoma Department of Labor with documentation that violations have been corrected if requested.
- Daily inspections are to be conducted for each ride with these records maintained for at least three years. Records may be electronic or hard copy and available to Oklahoma Department of Labor inspectors upon request.
- Maintenance logs are to be maintained for at least three years (3), electronic or hard copy is acceptable.
- A ride manual shall be on file for each ride.
- Operator's certification records, as required by manufacturer and Association for Challenge Course Technology, are to be maintained and available to the ODOL upon request.

40 O.S. § 460.2 (b) Rules promulgated pursuant to subsection A of this section shall include the following language:

The owner of an amusement ride shall maintain up-to-date maintenance, inspection, and repair records between inspection periods for each amusement ride in the manner provided by the Commissioner of Labor. The records shall contain a copy of all inspection reports commencing with the last annual inspection, a description of all maintenance performed, and a description of any mechanical or structural failures or operational breakdowns and the types of actions taken to rectify these conditions.

NOTE: This Guideline is meant to assist in the guidance provided for in 40 O.S. § 460, *et seq.*, OAC 380:55 and applicable ASTM standards and all administrative guidelines and is not an exhaustive document.

If you have any questions, don't hesitate to contact me at 405-521-6100/888-269-5353 or at james.williams@labor.ok.gov

Sincerely,



James Williams, Director
Safety Standards Inspection Services
Oklahoma Department of Labor