

Oklahoma Department of Labor



Leslie Osborn
COMMISSIONER OF LABOR

Administrative Guideline

TO: Amusement Ride Owners

FROM: James Williams
Director, Safety Standards Inspection Services

RE: Temporary (Complex & Non-Complex) Rides

NOTE: Temporary (Complex & Non-Complex) Rides 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

- All registrations expire the last day of the previous operating year.
- All Temporary (Complex & Non-Complex) Rides are required to be registered annually with the Oklahoma Department of Labor (ODOL).
- Registration fees will apply. The fee schedule is located on the Amusement Ride page in the “Related Topics” box titled “New Fee Schedule”.
- The annual registration application is available at www.labor.ok.gov . Submit applications to odol.amusement@labor.ok.gov.

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).
- All Temporary (Complex & Non-Complex) Ride owner/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

- Temporary (Complex & Non-Complex) Rides must be inspected at every setup.
- Temporary (Complex & Non-Complex) Rides may be approved for a Non-complex Waiver if all requirements are met. See Waiver guidelines @ (www.labor.ok.gov).
- Owners/operators are required to request inspection of current inventory and newly acquired Temporary Rides 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 will be required to register and schedule an inspection prior to any device being put into operation.
- Owner/operators shall file a notice of intent and submit any plans or diagrams prior to:
 - Any new construction.
 - Any additions or alterations are made that change the structure, mechanism, classification or capacity of any amusement ride.
- Inspections are scheduled to be conducted during regular business hours (M-F, 8-5) by submitting the annual application. Requests are to be submitted 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 applications to:

Oklahoma Department of Labor
Safety Standards Division
3017 North Stiles, Suite 100
Oklahoma City, OK 73105
odol.amusement@labor.ok.gov

- Inspection fees will apply. The fee schedule is located on the Amusement Ride page in the “Related Topics” box titled “New Fee Schedule”.
- Owner/operators shall file a notice of intent and submit any plans or diagrams prior to:
 - Any new construction.
 - Any additions or alterations are made that change the structure, mechanism, classification or capacity of any amusement ride.
 - Rides must be compliant with American Society of Testing Material (ASTM) standards.
 - An engineer’s stamp must be on the plans and be approved by the Oklahoma Department of Labor (ODOL).
 - The local city and county should be consulted to verify that all permits required are completed prior to the construction start date.
 - “New” is classified as a ride that has been recently purchased from a manufacturer or another company and will be added to the operational inventory.
 - (New) whose inventory has not been inspected by the Oklahoma Department of Labor will be required to register and schedule an inspection prior to any device being put into operation.
 - All new companies must have all of their current inventory inspected by Oklahoma Department of Labor.
- 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, maintain and provide copies of training certification records to the Oklahoma Department of Labor upon request.
- Operators are required to wear a name tag that lists all rides they have been trained and authorized to operate.
- Owners must supply the Oklahoma Department of Labor with documentation that all 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. Owners must maintain the following procedures:
 - Operator procedures
 - Inclement weather procedure
 - Written accident procedures

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,

A handwritten signature in black ink that reads "Jim Williams". The signature is written in a cursive, slightly slanted style.

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