

# 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](http://www.labor.ok.gov).

## **REGISTRATION**

- All amusement rides are required to register with the ODOL and owners/operators must provide proof of insurance coverage on an annual basis.
- The annual registration application is available at [www.labor.ok.gov](http://www.labor.ok.gov) . Submit applications to [odol.amusement@labor.ok.gov](mailto:odol.amusement@labor.ok.gov)
- Temporary (Complex & Non-Complex) Rides 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**

- Temporary (Complex & Non-Complex) Rides must be inspected at every setup.
  - Temporary (Complex & Non-Complex) Rides may be approved for a Noncomplex Waiver if all requirements are met. See Waiver guidelines @ ([www.labor.ok.gov](http://www.labor.ok.gov)).
  - An inspection by the Oklahoma Department of Labor may be requested by phone (405-521-6604), mail or email ([odol.amusement@labor.ok.gov](mailto: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”.
  - Requests for inspection are scheduled through the office during regular business hours and are to be submitted a minimum of 72 hours (3 business days) prior to inspection.
- The annual application is available at [www.labor.ok.gov](http://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](mailto:odol.amusement@labor.ok.gov)

## **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.
- Injuries requiring “on-site” first aid medical treatment shall be reported to the Oklahoma Department of Labor by the end of the next working day.
- 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](http://www.labor.ok.gov)
- Spot checks may be conducted by the Oklahoma Department of Labor throughout the season without notice and at no cost to the owner.

## **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.
- 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 must supply the Oklahoma Department of Labor with documentation that all violations have been corrected.

- 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](mailto: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