

Department of Industrial Relations  
Division of Occupational Safety and Health  
**AMUSEMENT RIDE AND TRAMWAY UNIT**  
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TO: Temporary Amusement Ride Owners/Operators

SUBJECT: Required Records and Reporting of Incidents / Accidents (TAR 20-3)

California Labor Code Section 7916 (b) and ASTM F 770-06 requires all owners to establish, implement, maintain and document an effective maintenance and operations program. Documentation shall include but not be limited to ride manuals, bulletins, non-destructive testing records, emergency and evacuation plans, employee training records, maintenance, repair, inspection records and patron injury and illness records as specified in ASTM F770-06.

#### **Injury Illness Prevention Program**

As required under California Labor Code Section 6401.7, each employer shall establish, implement, and maintain an effective injury prevention program. These records are required to be maintained with the ride and available to a Division inspector at the time of inspection.

#### **Incident / Accident Reporting**

California Labor Code section 7914(a) states: "Each operator of an amusement ride shall report or cause to be reported to the Division, **immediately by telephone (916)263-3511**, each known incident where maintenance, operation, or use of the amusement ride results in any of the following:

- 1) A fatality.
- 2) A loss of consciousness or other injury to a person which requires medical service other than ordinary first aid treatment.
- 3) Major mechanical failure.
- 4) A patron falling from a moving ride or from a ride that has temporarily stopped in an elevated position.

If a fatality, reportable injury, or major mechanical failure as defined in subdivision (a), is caused by the failure, malfunction, or operation of an amusement ride, the equipment or conditions that caused the accident shall be preserved for the purpose of investigation by the Division."

#### **Written Report**

In addition to the report by telephone required under subdivision (a), an operator of an amusement ride shall submit a detailed written accident report to the Division within 24 hours of an incident on a form designated by the Division. Accompanying this letter is the Accident Report Form.

**A Division inspector may inspect an amusement ride upon receipt of the report of an incident.**

A handwritten signature in blue ink, appearing to read "Scott Prather".

Scott Prather  
Senior Engineer  
Division of Occupational Safety and Health  
Amusement Ride Unit