

AEDs in Workplace Policy



Sudden cardiac arrest is the second leading cause of death in Canada. While not required by laws (although that could change soon in Ontario), implementing a workplace automated external defibrillator (AED) program can save lives. Here's a template of a policy you can adapt as part of such a program.

1. POLICY

Sudden cardiac arrest (SCA) is the second leading cause of death in Canada that can happen to any person at any time in any location without warning. It occurs when the heart's electrical system malfunctions and the heart stops beating. The only effective treatment for SCA is early defibrillation, or delivery of an electrical shock that re-starts the heart. Such a shock can be delivered by a machine that a non-medically trained person can use called an automated external defibrillator (AED).

As part of its commitment to ensuring the safety and health of not only Company staff and personnel but all persons at its facilities, and in recognition that immediate use of AEDs can significantly increase victims' chances of survival, ABC Company will ensure that readily accessible AEDs are kept at all of its facilities in accordance with this Policy.

2. PURPOSE

The purpose of this Policy is to ensure that AEDs at ABC Company's facilities are properly equipped, located, maintained and used.

3. ROLES & RESPONSIBILITIES

3.1 Medical Advisor

[Name/Title] will serve as medical advisor to the AEDs program with responsibility for:

- Providing general medical advice and technical assistance;
- Offering counsel on the types and quantities of AEDs to purchase and where to place those devices;
- Reviewing incidents in which AEDs are used on actual victims ('AED events') based on information downloaded from AEDs after AED events and records of

- those events; and
- Reviewing and making recommendations to enhance AED program effectiveness.

3.2 AEDs Coordinator

ABC Company will appoint a qualified and properly trained individual to serve as AEDs Coordinator for the workplace with responsibility for:

- Selecting and ensuring proper placement of AEDs in accordance with the 3-minute rule, which dictates that AEDs should be located so that they are no more than 3 minutes' reach of anyone at the facility;
- Ensuring that AEDs are properly mounted, fully equipped and in proper operating order;
- Ensuring that AEDs signs are in place;
- Ensuring that all required inspections, battery and maintenance checks of each device are performed;
- Contacting AED distributors for replacement parts;
- Monitoring recall notices and ensuring they're followed; and
- Maintaining required AED records and logs.

3.3 OHS Coordinator

The ABC Company Occupational Health and Safety Coordinator (OHS Coordinator) is responsible for:

- Developing and making readily available procedures and guidelines for the use of AEDs;
- Ensuring departments comply with AED standards set by the Canadian Red Cross;
- Ensuring signage is appropriately placed to notify the public of the presence of the AED;
- Arranging annual AED training; and
- Organizing AED incident review...