



## **Sample AED Policy**

### **Purpose:**

XYZ Industries is committed to maintaining a safe workplace and meeting or exceeding standards for employee health and safety. As part of this commitment, we provide automated external defibrillators (AEDs) to help prepare and protect our employees in the event of emergency. An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

### **XYZ Industries will:**

1. Provide adequate resources for purchase and maintenance of the equipment and training resources.
2. Provide an ample number of AEDs throughout each worksite to ensure that the units can be at the scene of an emergency within four minutes.
3. Contract with a Medical Director, if required, for oversight of the AED program.
4. Appoint an AED Liaison for each worksite.
5. Provide program orientation to each Liaison and monitor worksite activity.
6. Review all incident reports and conduct debriefing, as necessary.
7. Notify all employees when any changes are made regarding the program.

### **Each AED Liaison will:**

1. Ensure that all employees are trained in the use of this equipment and applicable protocols through scheduled, online, or hands-on training within three months of its acquisition.
2. Ensure that new employees are trained within three months of joining the organization.
3. Provide options for updated training to maintain skill competency as required by equipment/protocol changes.
4. Track the status of all training and communicate to the central office as required.

5. Perform a monthly check to ensure that all equipment is fully powered, stocked, and operable.
6. Brief management of all incidents involving the use of the equipment.
7. Contact the manufacturer for supply replacement and maintenance, as needed.

**Each employee will:**

1. Participate in AED program training to maintain or update their skills as required by policy.
2. Use the equipment only for its intended purposes for emergency training and response.
3. Notify the AED Liaison if any problems are detected during training or use of the equipment.
4. Notify the AED Liaison of all incidents involving use of the equipment.
5. Participate in post-incident debriefing with the Liaison, management, and medical director, as requested.