

Public Access Automated External Defibrillator
(AED)

Policy No. **R-006**

has been renumbered

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(AED)

Policy No. **P-58-2014**

CS Revue gr

Title: Public Access Automated External Defibrillator (AED)**Resolution: 150-2014****Revised:****Special Notes/Cross Reference:****Next Review Date:**

POLICY STATEMENT : The Town of Westlock is committed to the health and safety of public at Town facilities and employees; and has initiated an Automatic External Defibrillator program with the goal of reducing fatality rates of sudden cardiac arrest should it occur in the workplace. This Policy shall establish and set forth the guidelines that will govern the Town's AED program. This Policy shall:

1. Discuss applicable regulations and legislation.
2. List AED locations.
3. Detail education and training requirements.
4. Detail emergency contact (AED trained employees) requirements; and
5. Provide workplace responsibilities.

PURPOSE : This Policy has been created in order to ensure employees of the Town of Westlock are provided with appropriate guidelines pertaining to the use of Automated External Defibrillators (AEDs) in the workplace.

DEFENITIONS

Automatic External Defibrillator (AED) – An Automatic External Defibrillator also known as an AED is a portable, computerized electronic device that is used to administer an electronic shock to a person who is experiencing sudden cardiac arrest and has been designed to allow trained non-medical personnel to attend to the individual experiencing the cardiac arrest.

Sudden Cardiac Arrest (SCA) – Sudden Cardiac Arrest, also known as SCA is a significant life-threatening event when a person's heart stops or fails to produce a pulse.

REGULATION AND LEGISLATION COMPLIANCE

The Town of Westlock shall ensure compliance to all applicable occupational health and safety legislation concerning Automatic External Defibrillators.

As per Alberta's Occupational Health and Safety Regulations, where an AED is provided in the workplace it shall be considered a piece of First-Aid equipment and thus shall be subject to the provisions governing First-Aid equipment in the workplace.

As a duty to its employees, the Town of Westlock shall ensure the continued maintenance and functionality of the AED through regular inspection. Inspection of the AED shall be included on the Joint Occupational Health and Safety Committee's monthly workplace occupational health and safety check.

The monthly check of the AED shall ensure such components as the AED's batteries, pads and other pieces of hardware are being maintained appropriately and are in good working order.

Where an AED is found to be in disrepair it shall be removed from service until it has been fully repaired or replaced.

AED LOCATIONS

The locations of AEDs in the workplace have been chosen so that they are easily accessible in the event of an emergency. AED locations will be determined jointly with the health and safety committee and will ensure ease of accessibility and will be placed in areas frequented by patrons and employees where they may be of most use.

Specifically, AED(s) can be found in the following locations and any other locations that will require an AED in the future:

- Town Administration Office
- Town of Westlock Firehall
- Town of Westlock Public Works Shop
- Westlock Rotary Spirit Center & Curling Rink
- Town of Westlock Aquatics Center
- Town of Westlock Museum and Visitor Information Center
- FCSS Office
- Heritage Building
- Any vehicles that have an AED

TRAINING AND EDUCATION

With current Alberta Legislation, anyone can use an AED as long as they are able to follow the simple directions given by the machine. There are no legal requirements to be certified in their use but training is highly recommended for anyone who may be required to provide this service.

The Town shall provide education and training to those employees who work in proximity to the device. Employees who will be required to re-certify their First Aid and CPR will receive AED training as well.

CONTACTING IN CASE OF EMERGENCY

Where an individual is suffering sudden cardiac arrest and in need of emergency assistance, employees are required to call 9-1-1 and to follow directions given by the AED voice prompts.

RESPONSIBILITIES

The following provides for workplace responsibilities as they pertain to Automatic External Defibrillators in the workplace.

Fire Chief or designate

- Shall develop, maintain and update at least annually policy and procedures pertaining to the use of AEDs in the workplace.
- Ensure AEDs provided are in good working order and are properly maintained as per workplace and manufacturer requirements.
- Provide education and training on the proper use and administration of AEDs.
- Ensure any device found to be in disrepair is taken out of service immediately and not authorized for use until it has been repaired or replaced.

- Investigate and document any use of the AED.
- Ensure manufacturer instructions are kept with the AED at all times.
- Designate an employee representative to oversee the AED program in the workplace.

Joint Worksite Health and Safety Committee

- Ensure AEDs are placed in high traffic areas that are easily accessible in case of emergency.
- Promote AED training and awareness for a safe and healthy workplace.

Site Coordinator


- Conduct monthly inspections of AEDs to ensure proper functioning, reporting immediately if any components are not found to be in working order.

Employees

- Become familiar with the Town's Workplace AED Policy and Procedures.
- In case of emergency, follow the established first-aid and emergency response procedures of the Town.
- Attend AED training as required.



Mayor Ralph Leriger



CAO Dean Krause