

Automated External Defibrillator (AED) BSB 0200-12

Prepared by:



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BOILER SAFETY BUREAU

STANDARD OPERATING PROCEDURE MANUAL

1.0 PURPOSE AND SCOPE

The purpose of this policy is to enable certified employees to attempt to save the life of a person who is in or appears to be in cardiac arrest. For the purposes of this policy, “certified” means an employee trained by a nationally recognized body: i.e., American Red Cross, National Safety Council, or American Heart Association in proper use of automatic electronic defibrillator(s) (AED).

2.0 PERSONNEL RESPONSIBILITIES

- 2.1 The Bureau Chief – Boiler Safety Bureau has the overall responsibility for implementation of this procedure.
- 2.2 The Assistant Bureau Chief - Boiler Safety Bureau will be responsible to serve as a member of the Unit Safety & Health Committee. He shall work with the Unit Safety Committee to review this procedure on a biennial basis.
- 2.3 Bureau staff members are responsible for cognizance, understanding and use of this procedure and all Safety & Health Procedures generated.

3.0 HEALTH AND SAFETY ISSUES

Addressed in the body of this document.

4.0 PROCEDURE

- 4.1 The AED shall not be used on persons who are:
 - 4.1.1 A. Under the age of 18
 - 4.1.2 B. Under 90 lbs. in weight
 - 4.1.3 C. Conscious
 - 4.1.4 D. Lying in or near water

Except for age and weight limitations specified above, the AED shall only be used on persons who are found unconscious, not to be breathing, and when the AED units dictates by the function of the unit, a shock is required.

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- 4.2 ALL AED locations must be registered with 911 and always kept in an accessible location.
- 4.3 The Unit Safety Committee shall inspect the AED per Education, Training and Technical Assistant's unit Policy 2A while performing the monthly inspection to ensure the AED is functioning correctly.
- 4.4 The battery shall be replaced according to the manufacturer's requirements/recommendations.
 - a) An additional battery shall be made available and stored in the wall cabinet.
 - b) The AED pads shall be inspected, and expiration date noted to ensure the pads are not expired.
 - c) A minimum of two (2) AED pads shall be available and stored with the AED unit.

5.0 TRAINING

- 5.1 North Carolina Department Labor employee must be trained by one (1) of the nationally recognized body(s) mentioned in the Purpose section of this policy before the AED shall be used on an employee or the general public.
- 5.2 The NC Department of Labor employees training (certification) shall be current in accordance with the governing protocol(s) and/or procedure(s) of the nationally recognized body.
- 5.3 Each employee shall be informed to the existence and location(s) of the AED so that any available employee on site can retrieve the unit while the certified employee is assessing the victims' condition.

6.0 CUSTOMER SERVICE REQUIREMENTS

The purpose of following this procedure is to provide the customer, be it the public, employees of the Bureau, or other state agencies, with the most efficient service, information, training, and assistance possible.

7.0 DATA and RECORD MANGEMENT

Records shall be maintained in accordance with the Functional Schedule for North Carolina State Agencies as adopted by State Archives, a Division of the North Carolina Department of Natural and Cultural Resources.