



Administrative Procedure

PRC-PRO-SH-10648

Automated External Defibrillators

Revision 2, Change 0

Published: 06/15/12

Effective: 06/15/12

Project: CH2M HILL Plateau Remediation Company
Topic: Occupational Safety & Industrial Hygiene

Administrative Use

Published Date: 06/15/12

Effective Date: 06/15/12

CHANGE SUMMARY

AJHA: N/A

HRB Date: N/A

Periodic Review Due Date: 06/14/17

Validation Date: N/A

Rev. 2, Chg. 0 PR#: PRC-51270

USQ Screen Number: Excluded per
PRC-PRO-NS-062, Appendix B.

Description of Change

Rev 2.0, Clarified titles for roles & responsibilities. Removed maintenance activities from this administrative procedure. Maintenance activities have been removed and implemented under new procedure PRC-PRO-MN-40470. Clarified list of approved AEDs. Removed procurement section. In addition to these changes, a significant re-write of the procedure was conducted to improve the clarity and flow of the information provided.

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1.0 INTRODUCTION

1.1 Purpose

This Level 2 Procedure provides information for use of Automated External Defibrillator (AED) program management, selection, training, inspection, and reporting of related events.

1.2 Scope

This document is applicable to CH2M HILL Plateau Remediation Company (CHPRC) Team employees performing CHPRC scope of work where the decision has been made to use AEDs.

1.3 Applicability

This procedure is applicable to the CHPRC Safety, Health, Security and Quality (SHS&Q) Program and all facilities equipped with an AED.

1.4 Implementation

This document is effective upon publication.

2.0 RESPONSIBILITIES

All responsibilities associated with this procedure are identified in the process steps.

Buildings/Vehicles/Trailers associated with a facility operation are managed through the Operations Manager. Buildings/Trailers associated without ties to an Operations group are managed through the Building Wardens

Published Date: 06/15/12

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3.0 PROCESS

The Occupational Medical Service Provider (OMSP) Medical Director has authority over the entire CHPRC AED Program and its project or site participants. The CHPRC Manager of Occupational Safety and Industrial Hygiene is the CHPRC AED Program Manager. The CHPRC AED Program Coordinator is the Interpretive Authority, and primary liaison with the CHPRC AED program participants. The Project AED Administrator is the person responsible for program implementation and oversight at the project level and is assigned by the Project Safety Manager. Operations/Facilities Management are the groups within the projects that are responsible for completing inspections and updates and reporting information to the Project AED Administrator.

The following AED models are approved for use within CHPRC:

- Cardiac Science model
- Phillips HeartStart
- Physio-Control LIFEPAK models:
 - CR-Plus
 - Express
 - LifePack 1000

3.1 AED Program Responsibilities

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
CHPRC AED Program Manager	1.	ENSURE uniform requirements for an AED program are established.
	2.	INTERFACE between the Medical Director or his/her representative from the OMSP on inquiries relating to the medical use of an AED
	3.	DESIGNATE a CHPRC AED Program Coordinator.
	4.	MAINTAIN direct authority over the CHPRC AED Program and its project site participants.
CHPRC AED Program Coordinator	5.	ASSIST projects with implementation of the AED program upon request.
	6.	ACT as the AED Program Technical Authority.
	7.	PROVIDE technical assistance as requested.
	8.	MAINTAIN a list of approved AEDs for purchase.
	9.	MAINTAIN a list of Site AEDs with make, model, serial number, location, and assigned Project AED Administrators, and Operations/Building Administrators.
	10.	UPDATE the procedure as needed.
	11.	Periodically PERFORM field assessments to ensure the Program is adequately implemented.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Project Safety Manager	12.	ASSIGN the Project AED Administrator to oversee the implementation of the AED program at the Project level.
Operations/ Facility Management	13.	APPROVE all proposals to install AEDs.
	14.	SELECT AED station locations.
	15.	PURCHASE only approved AEDs listed in Section 3.0 in accordance with CHPRC purchasing procedures. <ul style="list-style-type: none"> a. COMMUNICATE with Project AED Administrator when replacing or adding AEDs within the facility.
	16.	MAINTAIN <u>AND INSPECT</u> AED's per PRC-PRO-MN-40470, <i>Automated External Defibrillator (AED) Maintenance Procedure</i> .
	17.	NOTIFY Project AED Administrator of new AED installations.
Project AED Administrator	18.	Annually ASSESS facility/department working level procedures to ensure AED requirements are properly incorporated.
	19.	MAINTAIN a list of all AEDs with Make, Model, Serial Number, Location, and Operation/Building Warden within their specific Project/Department.
	20.	NOTIFY CHPRC AED Program Coordinator of new AED installations.
	21.	ENSURE an adequate number of AED volunteers are trained to provide AED response.
	22.	COORDINATE annual reporting in accordance with Section 3.5

3.2 AED Users Requirements

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Project AED Administrator	1.	ENSURE that AED program volunteers are trained to initiate Cardio-Pulmonary resuscitation (CPR) and use of AED.
Operations/ Facility Management	2.	Following emergency use of an AED, NOTIFY the Project AED Administrator.

3.3 AED Training

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Project AED Administrator	1.	ENSURE that AED program volunteers are trained to initiate Cardio-Pulmonary resuscitation (CPR) and use of AED. HAMMER provides Basic Medical First Aid and AED Training Course #170500 and refresher training 170501.

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3.4 AED Reporting

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Project AED Administrator	1.	COMPLETE annual report using <i>Annual Facility AED Report</i> , A-6004-382, or equivalent.
	2.	PROVIDE Annual Report to CHPRC AED Program Coordinator by the third Friday in October.
	3.	NOTIFY CHPRC AED Program Coordinator any time an AED is used in an event.
CHPRC AED Program Coordinator	4.	PROVIDE annual report of the CHPRC AEDs to the Hanford Fire Department (HFD) for all units north of Horn Rapids Road within their normal emergency response area and the Richland Fire Department (RFD) for all units located south of Horn Rapids Road within their normal emergency response area.
	5.	ENSURE that information is disseminated to CHPRC projects with AED programs in the event of Lessons Learned, equipment recalls/updates or AED program requirement changes.

3.5 Updating AEDs to Comply with American Heart Association (AHA) Guidelines

AEDs are programmed to meet the most current guidelines adopted by the American Heart Association (AHA) when they are manufactured. Periodically the AHA reviews these guidelines and incorporates updated information, based on research that will provide the most beneficial outcome. For example, these guideline changes might include changes in the way CPR is performed (including the shock) or a CPR sequence programmed into the AED.

When guidelines change requiring AEDs to be re-programmed, the following steps must be taken:

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
CHPRC AED Program Coordinator	1.	<u>WHEN</u> updates are made available by the AED manufacturer, <u>THEN</u> OBTAIN the update software and ensure that new software is installed in accordance with the manufacturer recommendations (including verification of unit functionality following updating). Where possible, WORK with other projects and minimize software update purchases.
	2.	COORDINATE with the Project AED Administrators to ensure AEDs are reprogrammed in accordance with the guideline changes or as soon as possible after the AED manufacturer releases the update program.
Project AED Administrator	3.	<u>WHEN</u> notified by the CHPRC AED Program Coordinator that updates are required, <u>THEN</u> OBTAIN the updated software and install in accordance with the CHPRC AED Program Coordinator Recommendations (including verification of unit functionality following updating).

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Project AED Administrator	4.	WORK with Operations/Facilities Management and their maintenance organizations to ensure updates are installed and tested.
Operations/ Facilities Management	5.	<u>IF</u> AED(s) cannot be re-programmed, <u>THEN</u> REMOVE from service and contact Project AED Administrator for recommended action and proper disposal.
	6.	Following the update of Project AED(s), NOTIFY the Project AED Administrator.

4.0 FORMS

Annual Facility AED Report, Site Form A-6004-382

5.0 RECORDS IDENTIFICATION

All records generated by this procedure are processed and maintained in accordance with PRC-PRO-IRM-10588, *Records Management Processes*.

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
<i>Annual Facility AED report providing make, model, location, and serial number of all project AEDs (A-6004-382)</i>	Project AED Coordinator	CHPRC AED Program Coordinator and Hanford Fire Department

6.0 SOURCES

6.1 Requirements

10 CFR 851.25, "Worker Safety and Health Program", Section 25 - Training and Information
 29 CFR 1910, Occupational Safety and Health Standards RCW 70.54.310, Semiautomatic external defibrillator – Duty of acquirer – Immunity from civil liability, 1998

NOTE: For the tables in this section under the requirement "type" column, "V" means verbatim and "I" means interpreted.

6.1.1 AED Selection

#	Requirement	Type V or I	Source
1.	Resources shall be provided to support installation and maintenance of AED units and to train and qualify responders.	I	RCW 70.54.310
2.	New and replacement units shall be programmed to meet the most current version of the American Heart Association (AHA) Emergency Coronary Care (ECC) Guidelines.	I	RCW 70.54.310

Published Date: 06/15/12

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6.1.2 AED Training

#	Requirement	Type V or I	Source
1.	Initial and refresher training to all designated responders/volunteers of AED equipment shall be provided by Qualified Personnel.	I	RCW 70.54.310 10 CFR 851.25 (c) 29 CFR 1910(c)(5)
2.	AED volunteers shall be trained and qualified in CPR and AED use prior to the use of an AED. Volunteers shall complete and pass a recognized AED course.	I	RCW 70.54.310 10 CFR 851.25 (c) 29 CFR 1910(c)(5)
3.	Training shall occur in a course that meets the approved requirements of the Washington State Department of Health.	I	RCW 70.54.310

6.1.3 AED Use

#	Requirement	Type V or I	Source
1.	AEDs shall be operated in accordance with training requirements and the AED manufacturer recommendations.	I	RCW 70.54.310 10 CFR 851.25 (c)

6.1.4 AED Event Reporting

#	Requirement	Type V or I	Source
1.	Report AED use to CHPRC AED Coordinator	I	RCW 70.54.310

6.2 Reference

PRC-PRO-IRM-10588, *Records Management Processes*

Washington State Department of Health, *Washington State Law and Training Program, "Public Access Defibrillation Training Course Guide and Application Packet" (Revised September 2005)*

PRC-PRO-MN-40470, *Automated External Defibrillator (AED) Maintenance Procedure*

7.0 APPENDIXES

None