



<i>Policy & Procedure:</i>	AUTOMATED EXTERNAL DEFIBRILLATOR POLICY		
<i>Performed by:</i>	Kim Sheldrick		
<i>Approved by:</i>	Lisa Sullivan		
<i>Date Approved:</i>	January 27, 2017	<i>Date Reviewed:</i>	January 26, 2017
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Policy # 2E.1

Intent

This Policy has been created in order to ensure employees, volunteers and visitors of Hospice Care Ottawa are provided with appropriate guidelines pertaining to the use of Automatic External Defibrillators (AEDs) in the Hospice workplace.

Hospice Care Ottawa is committed to the health and safety of its employees, volunteers and visitors. We have initiated an Automatic External Defibrillator program with the goal of reducing fatality rates of sudden cardiac arrest should it occur in the workplace. The AED program is not intended for residence patients at Hospice Care Ottawa. This policy shall establish and set forth the guidelines that will govern the organization's AED program.

Definitions

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.

Guidelines

Regulation and Legislation Compliance

Hospice Care Ottawa shall ensure compliance to all applicable occupational health and safety legislation concerning Automatic External Defibrillators.

An AED provided in the workplace shall be considered a piece of First-Aid equipment and thus shall be subject to the policies for First-Aid equipment in the workplace.

As a duty to its employees, volunteers and visitors Hospice Care Ottawa 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 are jointly decided with the health and safety committee and will ensure ease of accessibility and are placed in areas frequented by employees where they may be of most use. Specifically, AED(s) can be found in the following locations:

- 114 Cameron Avenue May Court Hospice main reception area west wall beside glass vestibule
- 110 McCurdy Drive Ruddy-Shenkman Hospice west end of the main hall when entering the main entrance (right of entry as you enter from outside)
- 879 Hiawatha La Maison de l'Est in the main office to the north (left) of the main entrance

Training and Education

Only those individuals who have received AED training and certification shall be authorized to utilize the device in the event of an emergency. This will be the nursing staff on duty at the time of the emergency. A person with AED certification that is not a nurse may administer care if a nurse is not present within the building. A 911 operator can also guide a non-certified person through the use of the AED device.

Where an AED is located, Hospice Care Ottawa shall offer to provide education and training to the individuals who work in proximity to the device.

Certified employees will be required to re-certify and update their skills annually or as required. Re-certification shall be provided to nursing staff members by the organization and at no cost to the employee.

Contacting in Case of Emergency

Where an individual is suffering sudden cardiac arrest and in need of emergency assistance, employees or volunteers are required to call 911 and contact one of the nursing staff who has been trained in proper AED use immediately. If someone who is certified is in the immediate area they can assist. If no one certified is available immediately a 911 operator can also guide a non-certified person through the use of the AED.

Responsibilities

The following provides for workplace responsibilities as they pertain to AEDs in the workplace.

Hospice Care Ottawa/Management

- Shall develop, maintain and update if required 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.
- Conspicuously post the names and workplace phone numbers of all staff who have been trained and have received certification in AED use.
- Ensure manufacturer instructions are kept with the AED at all times, or where not reasonable, kept in an easily accessible area.
- Designate an employee representative to oversee the AED program in the workplace. Joint Occupational Health and Safety Committee
- Ensure AEDs are placed in high traffic areas that are easily accessible in case of emergency.
- Conduct monthly inspections of AEDs to ensure proper functioning, reporting immediately if any components are not found to be in working order.
- Promote AED training and awareness for a safe and healthy workplace.

Employees

- Become familiar with Hospice Care Ottawa's Workplace AED Policy and Procedures.
- In case of emergency, follow the established first-aid and emergency response procedures of the organization.
- Immediately notify Hospice Care Ottawa's Joint Occupational Health and Safety Committee of any AED suspected to be in disrepair.
- Attend AED training as required.

AED Certified Employees

- Maintain AED certification as required, updating skills and knowledge as deemed necessary.
- Attend to emergency situations in the workplace pertaining to sudden cardiac arrest.
- In the event of emergency, adhere to manufacturer's and training guidelines for the safe operating of the workplace AED.

Acknowledgement and Agreement

I, _____ (Employee Name), acknowledge that I have read and understand the Automated External Defibrillator (AED) Policy of Hospice Care Ottawa. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules or procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

