

Automated External Defibrillator (AED)

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Recommendations

- Create an inspection checklist
- Create an inspection schedule
- Keep documented records of maintenance checks, repairs, or replacements

Note: most manufacturers provide a maintenance checklist and testing schedule.

Inspection

Some AEDs beep when a problem arises, and others feature a flashing visual status indicator. Regardless of these functions a regular inspection of AEDs should be conducted as part of your workplace inspection.

Location

AEDs should be kept:

- In high-visibility locations
- Signs identifying AED
- Free of obstructions
- Approximately four feet off the ground



Exterior of Unit

- Clean, undamaged, and free of excessive wear
- Green status indicator shows the AED passed its most recent self-test
- Tamper seal is intact and has not expired

**If you do not have a tamper seal or are past the expiry date the seal will need to be broken and further inspected.*

Interior of Unit

- Pads
 - » Sealed in their package
 - » Within their expiration date

**The shelf life of the pads changes by manufacturer and model they typically last from two to five years.*

- Cables
 - » Free of cracks, cuts, and exposed or broken wires
- Battery
 - » Fully charged

**Review the manufacturer’s manual for instructions on how often the batteries need to be replaced.*

- Accessories
 - » Scissors, Razor, Gauze, Alcohol Wipe, CPR Mask, Bandages are present and in good condition

Contact the manufacturer if the device warns you that servicing is needed or if there are any device defects or discrepancies in performance.

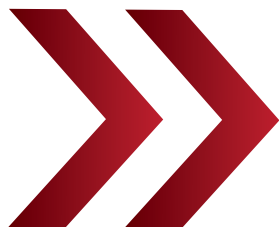
Who can use an AED?

Anyone can use an AED, you don’t have to be a medical professional!

When to use an AED?

An automated external defibrillator is to be used on someone suffering cardiac arrest, presenting as unconscious and not breathing. The device is smart – it will only administer an electrical shock to a heart that needs it. You cannot hurt, you can only help!

(continued)



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How to use an AED?

**Call emergency medical services (911) and send someone to find a first aider. Do not wait to use the AED; start the process immediately.*



AEDs are available in various models, but they all operate the same way. You can use an AED by following these three basic steps:

1. Turn the power on, either open the lid or press the power button.
 - AEDs give voice prompts.
 - Display clear, simple visual instructions.
2. Attach the AED pads to the person's bare chest.
 - Remove clothing.
 - Use the razor to shave any chest hair (just where the pads go).
 - Open the AED pads.
 - There is an illustration on the AED pads; place the pads exactly as shown in the pictures.
3. Press the shock button if the voice prompt tells you to press it. If no shock is advised, continue doing CPR until emergency medical services arrive.

Legislation & Regulations

In Canada, there is no occupational health and safety (OHS) legislation that specifically requires employers to have AEDs installed in the workplace.

Manitoba requires employers who are owners of designated public places to have AEDs installed according to The Defibrillator Public Access Act.

The owner of the designated public place must ensure that AEDs are installed and registered including details of their location with the provincial 911 emergency services. The AEDs must be displayed in conspicuous unobstructed areas to alert the public about the location and use of the AED.

Do you need more information? RPM can help!

The inspection process can feel overwhelming at times. That's why RPM's safety advisors have put together a handy step-by-step video outlining the monthly AED inspection process. [CLICK HERE TO VIEW VIDEO](#)

We also have the [Workplace Inspection Training](#) course available on our website as a self-led eLearning option. This workshop is designed to give people a better understanding of what they are looking at during workplace inspections. It includes a lesson on inspecting lifesaving equipment.

Please note RPM courses are offered to RPM registered companies only. Your company must be registered with RPM and be in the process of working towards certification or must have achieved the SAFE Work Manitoba Trucking Certificate of Recognition. Not yet registered in the RPM program? Today is a great day to get started!

