


LEWISTON  **ME**
City of Lewiston
Standard Operating Procedure
For
AED Use

Scope:

OSHA standards do not specifically address automated external defibrillators (AEDs). However exposures to first-aid hazards are addressed in specific OSHA standards for general industry. The background section cites these various OSHA standards relating to AED's and Maine State Statute with regards to providing emergency first aid.

Background:

In order to comply with OSHA we must reference, Title 29 CFR part 1910.1030, Occupational Exposure to Bloodborne Pathogens and Title 29 CFR part 1910.151, Medical Services and first aid. Additionally, we reference Maine Statute, Title 14, Chapter 7, Section 164, Immunity from civil liability, as the City of Lewiston has implemented an AED Use Plan. The AED Use Plan is for all city employees and any member of the public who may potentially come into contact with human blood and other potentially infectious materials while performing duties outside their required job duties, such as using an AED or volunteering in a time of need as a good Samaritan.

Policy:

It is the policy of the City of Lewiston to provide for the safety of its employees by establishing a plan for the use of an AED. While the main focus of emergency medical services is the responsibility of the city's ambulance service which is currently United Ambulance, certain facilities throughout the city are equipped with AED's.

All employees and members of the public are allowed to use the AED should the need arise; however, they are cautioned to keep their own safety as the first priority.

By using an AED the employee understands and agrees to the following

- That unless specifically required by their position (police, fire, Lewiston Public Works Confined Space Rescue Team, etc.) no employee is required to use the AED or provide first aid to another individual.
- They have read and understood the city's Bloodborne Pathogen Control Plan.
- They have read and understand the city's Comprehensive Emergency Action Plan that speaks to the administering of first aid.

- They have read and understand Maine’s immunity from civil liability statute (Attachment A).

Members of the public choosing to respond to a medical emergency within the building do so at risk of their own peril and agree to hold the City of Lewiston harmless for their action.

Performance Standards

A. Storage Procedures:

1. All AED’s will be kept in an approved metal cabinet or a water proof case.

B. AED Distribution:

1. City Hall – 2nd Floor by Auditing
2. Library – 1st Floor by Main Desk
3. Public Works – 1st Floor in Highway breakroom
4. Armory – Gymnasium by women’s rest room

C. Inspection, Maintenance and Testing

1. **Reports of Damage.** Follow the manufacturer’s recommendations for all scheduled AED maintenance checks. Report any performance discrepancies, device defects, or missing, expired, and/or damaged accessories to the Safety Coordinator immediately.
2. **Calibration.** The LIFELINE AND PHILIPS HEARTSTART requires no calibration or verification of energy delivery. The LIFELINE AND PHILIPS HEARTSTART has no user-serviceable parts. The AED performs regular self-tests to assure that it is ready for use. While the maintenance required for the LIFELINE AND PHILIPS HEARTSTART is minimal, it is important that a regular check of the AED be performed to assure readiness, as described in the LIFELINE AND PHILIPS HEARTSTART User’s Guide.
3. **Suggested Maintenance Schedule.** Each AED has an inspection maintenance schedule in the LIFELINE AND PHILIPS HEARTSTART User’s Guide, which also provides detailed instructions for responding to each maintenance task. A monthly check of the AED will be done by the Safety Coordinator to ensure all components are present in both the AED and Rescue Kit. This is then documented on the maintenance card that is with each device.
4. **Cleaning.** When necessary, clean the AED using recommended cleaning agents, per the LIFELINE AND PHILIPS HEARTSTART User’s Guide. Both units per their respective User’s Guide state that a 30mL/L of chlorine to water ratio is acceptable. This will be done

D. Training and Education

1. A educational program to familiarize employees with the general principles of AED use and the hazards involved with responding to medical emergencies with the potential need of an AED will be offered to all employees upon hiring during the Employee Orientation. No employee is required to take AED use training as a condition of employment other than those that have it listed as a job requirement.
2. Refresher training will be provided annually by the City's Safety Coordinator or another certified designee.

Policy Review

This policy will be reviewed annually and updated as necessary by the Safety Coordinator and City Administrator.