

EXECUTIVE SUMMARY

Automated External Defibrillators

Based on OSHA 1910.151

This document presents a brief overview and summary of the official written Management Plan. The official plan is not a standard or regulation and does not create legal obligations. It is based on OSHA's Best Practices Guide, is advisory in nature, and assists the District in providing a safe and healthful workplace.

PROGRAM OBJECTIVE:

The AED Management Plan is intended to increase the survival rate of cardiac arrest victims by having AEDs readily available to the staff and public in an accessible area near the Main Office of each school and near the main entry in administrative facilities.

PROCEDURES:

General Requirements

- ESG will evaluate, install, and cover the costs associated with AED purchases, maintenance, and record retention.
- Principals/Site Supervisors will ensure that daily and monthly AED checks are performed and reported to ESG.

AED Devices

- Wall-mounted units shall be installed in a fixed cabinet with appropriate personal protective equipment provided inside the cabinet.
- Approved portable AEDs will be assigned to Nurses and Athletic Directors who will be responsible for ensuring device operation, availability, and record keeping.

Training Requirements:

- ESG will coordinate training.
- Only CPR/AED trained individuals are authorized to use the AEDs in the District.
- Training is mandatory for the following staff: 1) All Principals (or designee), 2) First- and second-shift Head Engineers, 3) All nurses, 4) Any employee issued a portable AED
- Training is optional and available to any District employee who is interested.
- The course shall be 4-hours and contain specific topics that exceed the 2008 AHA guidelines and meet OSHA requirements.
- Participants will receive a CPR/AED certificate, which is valid for 2 years.

Scheduled AED Maintenance:

- Maintenance checks must be performed as follows: 1) Daily, 2) Monthly, and 3) Annually
- Each maintenance check includes specific tests and procedures that must be performed (see official Plan for details).
- Test results and findings are to be sent to ESG.

RECORDKEEPING REQUIREMENTS:

Records:

- Training and AED maintenance records are kept by ESG and available upon request.
- Contact Information: Environmental Services Group | Phone: 651.744.1800
Web Site: <https://www.spps.org/Page/3470> | Email: ESG@spps.org