

SECTION 9

9.07 AED (Automated External Defibrillation) POLICY

PAB COMPLEX (Provincial Administration Buildings)

AUTHORITY: OCCUPATIONAL HEALTH AND SAFETY SECTION
PUBLIC SERVICE COMMISSION

ADMINISTRATION: PUBLIC SERVICE COMMISSION and the
DEPARTMENT OF TRANSPORTATION,
INFRASTRUCTURE & ENERGY

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1. PURPOSE

- 1.01 The purpose of this policy is to provide information regarding Automated External Defibrillators (AEDs) within the PAB (Provincial Government Administration Buildings) Complex.

2. APPLICATION

- 2.01 This policy applies to all employees of the Civil Service working in the PAB Complex.
- 2.02 Deputy Heads are responsible for establishing and monitoring an occupational health and safety program specific to their department, and for ensuring that the department is in compliance with the *Occupational Health and Safety Act* and its regulations.

3. DEFINITIONS

- 3.01 An Automated External Defibrillator (AED) is a small, portable, and easy-to-use device that assesses the heart of a person in cardiac arrest for a shockable rhythm. If such a rhythm is detected, the provider is instructed to press a button to deliver a shock or series of shocks to the victim's heart, stopping the heart to allow it to return to a normal rhythm. If no shockable rhythm is detected, no shock should be given and the provider must perform CPR until professional help arrives.
- 3.02 Cardiopulmonary Resuscitation (CPR) is an emergency procedure to restore blood flow to someone suffering cardiac arrest, keeping the victim alive until advanced medical care arrives.
- 3.03 First Aid Provider means a worker who holds a valid First Aid Certificate. The worker is qualified in accordance with the requirements of an Emergency First Aid Certificate, as per OH&S legislation; and provides First Aid Provider response on a voluntary basis, in conjunction with his or her regular job duties.

4. POLICY

- 4.01 Government, as an employer, has placed Automated External Defibrillators (AEDs) in the Public Administration Buildings (PAB) Complex, as part of its commitment to the cardiac safety of individuals.
- 4.02 AEDs combined with CPR and activating emergency medical

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services offer the best chance of survival in the event of a cardiac arrest. As a result of the sophisticated electronics in an AED, the operator will only be advised to deliver a shock if the heart is in a rhythm which can be corrected by defibrillation. If a shockable rhythm is not detected, no shock should be given and provider will be instructed to perform cardiopulmonary resuscitation (CPR) until Emergency Services arrive.

4.03 Government, as an employer, recognizes and values the health of employees and is committed to promoting a workplace culture where employees are supported and encouraged to contribute to health programs and initiatives. In achieving this goal, the Employer will provide First Aid/CPR training to an appropriate number of employees who have voluntarily agreed to participate.

4.04 The Heart & Stroke Foundation advises that AEDs are most effectively used by trained individuals, and the Employer recommends that employees certified in First Aid/CPR respond to cardiac emergencies. However, anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies, e.g. First Aid/CPR/AED. The extent to which individuals respond should be appropriate to their training and experience. Individuals are encouraged to contribute to emergency response only to the extent that they are comfortable.

4.05 The Volunteers Liability Act, R.S.P.E.I. 1988 Cap.V-5 Section 2 - Emergency Assistance To Person, provides as follows:

Where, in respect of a person who is ill, injured or unconscious as a result of an accident or other emergency, a volunteer renders services or assistance at any place, the volunteer is not liable for damages for injuries to or the death of that person alleged to have been caused by an act on the part of the volunteer while rendering services or assistance, unless it is established that the injuries or death were caused by gross negligence on the part of the volunteer, and no proceeding shall be commenced against a volunteer which is not based upon his or her alleged gross negligence.

5. LOCATION & PROCEDURES

5.01 There will be a total of four (4) AEDs placed in the PAB Complex. The AEDs will be located at the main entrances of the following buildings, first floor lobby area near the Commissionaire work stations:

- Shaw Building North
- Shaw Building South

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- Sullivan Building
- Jones Building

5.02 In the event of a cardiac emergency occurring in your work area, employees must retrieve the AED from the main entrance lobby area of their building and bring the AED back to the site of the emergency.

An Employee who encounters a cardiac emergency should do the following:

- (1) Check patient for responsiveness and check scene for danger.
- (2) Call out/seek help from a second (2nd) person to assist and to get the AED from the main entrance lobby area of their building.
- (3) One person remains with the patient and the second person calls 9-911 and gets the AED from the main entrance lobby area of their building and returns to the site of the emergency with the AED.
- (4) If additional assistance is required, refer to list of employees certified in First Aid/CPR, posted on bulletin boards on each floor of PAB Complex buildings.

6. ON-SITE COORDINATION & AED MAINTENANCE

6.01 Responsibility for the AEDs within the PAB Complex is shared between the Maintenance & Accommodations section of the Department of Transportation, Infrastructure and Energy (TIE); and the Occupational Health & Safety section of the Public Service Commission (PSC).

Responsibilities of the Occupational Health & Safety Section shall include:

- 6.02 Registering the AED with the PEI AED Registry Program and updating information as required.
- 6.03 Notifying employees of the installation and location of AEDs within the PAB Complex and providing updated information as necessary.
- 6.04 Posting, on each floor of the PAB Complex, a list of those employees who currently hold a First Aid/CPR certification along with the expiry date and their contact information. The lists will be updated on an annual basis.

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6.05 Ensuring the Operator's Guide for the AED is displayed near the AED cabinets, inside the AED machine, as well as on each Floor of each Building.

Responsibilities of the Department of Transportation, Infrastructure & Energy shall include:

6.06 Ensuring that the AED(s) are properly installed, inspected, and maintained in a state of readiness regularly in accordance with the manufacturer's specifications.

6.07 Documenting regular maintenance of the AEDs.

6.08 Taking the AED out of commission after use, until it is checked, and pads are replaced.

7. AED TRAINING

7.10 Staff will be offered First Aid/CPR training, as regulated by Occupational Health & Safety legislation, and this training shall include training on the use of an AED.

7.11 On-line training resources on the use of the ZOLL AED Plus will be available on the Internal Information Services website.
<http://iis.peigov/>

8. POST-INCIDENT REPORTING PROCEDURES

8.01 After an event requiring the use of an AED, the Director responsible for Occupational Health and Safety (or designate), should be promptly notified. Any department using an AED must also complete the AED Post-Incident Report and immediately forward to their Deputy Head. A copy of the full report should also be provided to and reviewed by the Director responsible for Occupational Health and Safety, PSC, and any other authorities as she/he deems necessary.

9. ATTACHMENTS

9.01 AED Location - Procedures

9.02 AED Post-Incident Report

9.01 ATTACHMENT

AED Location - Procedures

Automated External Defibrillators (AEDs) have been placed in the PAB Complex. The AEDs will be located at the main entrances of the following buildings, first floor lobby area near the Commissionaire work stations:

- Shaw Building North**
- Shaw Building South**
- Sullivan Building**
- Jones Building**

The AEDs are in wall-mounted metal cases and clearly identified with relevant signage.

A list of employees certified in First Aid/CPR, is posted on bulletin boards on each floor of PAB Complex buildings.

PROCEDURES

In the event of a cardiac emergency occurring in your work area, employees must retrieve the AED from the Main Entrance Lobby Area of their building and bring the AED back to the site of the emergency.

An employee who encounters a cardiac emergency should do the following:

- 1. Check patient for responsiveness and check scene for danger.**
- 2. Call out/seek help from a second (2nd) person to assist and to get the AED from the Main Entrance Lobby Area of their building.**
- 3. One person remains with the patient and the second person calls 9-911 and gets the AED from the Main Entrance Lobby Area of their building, and returns to the site of the emergency with the AED.**
- 4. If additional assistance is required, refer to list of employees certified in First Aid/CPR, posted on bulletin boards on each floor of the PAB Complex buildings.**

9.02 ATTACHMENT

**Automated External Defibrillator (AED)
Post-Incident Report**

Please complete the following form and forward to Department Deputy Head; and provide copy to Tanya Rowell, Director responsible for Occupational Health and Safety, PSC. Email: tmrowell@gov.pe.ca

Department Name: _____

Date and time AED was used: _____

Location AED was used: _____

Manufacturer, model number and serial number of AED used: _____

Name of AED operator: _____

Name of person on whom AED was used: _____

Brief description of circumstances under which AED was used: _____

EMS unit receiving patient: _____

Hospital that person was transported to, if known: _____

Name of person making the report: _____

Telephone number of person making the report: _____

E-mail address of person making the report: _____