





Risk Management Manual Program

Complete Program Title: Automated External Defibrillator Management Program	Risk Management Manual (RMM) Number: 1207
Approved by:  <hr/> Vice-President, Operations and Finance  <hr/> President and Vice-Chancellor	Date of Most Recent Approval: December 2022
Date of Original Approval: December 2022	Supersedes/Amends Program dated: N/A
Responsible Executive: Vice-President, Operations and Finance	Enquiries: Environmental and Occupational Health Support Services (EOHSS) eohts@mcmaster.ca
DISCLAIMER: <i>If there is a discrepancy between this electronic program and the written copy held by the program owner, the written copy prevails.</i>	

1 PURPOSE

- 1.1 To ensure that persons on McMaster University premises have access to life saving measures through Automated External Defibrillator devices.
- 1.2 To ensure that Automated External Defibrillator devices are accessible, operational, and maintained.

2 SCOPE

- 2.1 All faculty, staff, students, and visitors.

3 Related Documents

- 3.1 Workplace Safety and Insurance Act, 1997.
- 3.2 Revised Regulation of Ontario 1101/90, First Aid Requirements.
- 3.3 Occupational Health and Safety Act (OHSA), R.S.O. 1990.
- 3.4 [McMaster University Injury/Incident form.](#)
- 3.5 McMaster University Reporting & Investigating Injury/Incident/Occupational Disease Program, RMM# 1000.
- 3.6 [McMaster Emergency Guidebook Security and Parking Services.](#)

4 DEFINITIONS

- 4.1 **AED Tracking Tool (i.e. Action First Aid – Ready for Action)** – An online tool used for tracking McMaster University Automated External Defibrillators.
- 4.2 **Automated External Defibrillator** - A portable electronic device that allows the user to provide potentially lifesaving treatment to someone who is suffering from cardiac arrhythmias.
- 4.3 **Caretaker** – A McMaster employee who has been assigned and is responsible for inspecting and maintaining Automated External Defibrillator devices.
- 4.4 **Critical Injury** - an injury of a serious nature that: places life in jeopardy; produces unconsciousness; results in substantial loss of blood; involves the fracture of a leg or arm, but not a finger or toe; involves the amputation of a leg, arm, hand or foot but not a finger or toe; consists of burns to a major portion of the body; or causes the loss of sight in an eye.
- 4.5 **First Aid** - Emergency care or treatment given to an injured person until medical aid by a health care professional is administered.
- 4.6 **First Aider** - A person holding a current St. John Ambulance standard first-aid certificate or equivalent issued by another WSIB approved provider.
- 4.7 **Acronyms:**
- **AED** – Automated External Defibrillator
 - **CPR** - Cardiopulmonary Resuscitation
 - **EFRT** - Emergency First Response Team
 - **EOHSS** - Environmental & Occupational Health Support Services
 - **FHSSO** - Faculty of Health Sciences Safety Office
 - **JHSC** - Joint Health and Safety Committee
 - **OHSA** - Occupational Health and Safety Act
 - **RMM** - Risk Management Manual
 - **WSIB** - Workplace Safety and Insurance Board

5 RESPONSIBILITIES

5.1 Role of Senior Managers (Assistant Vice Presidents/Deans/Directors/Chairs/Managers):

Senior Managers shall:

- provide the required resources and direction to support and maintain AEDs as required by this program and applicable regulations;
- consult with JHSCs, EOHSS or FHSSO in determining the need for and location of AEDs; and
- cover initial cost of AED device(s) and installation within respective departments.

5.2 Role of Supervisors (Administrative and Academic)

Supervisors shall:

- ensure that AED [locations](#) are communicated to all staff under their supervision;
- ensure an Incident/Injury form is completed for all injuries and/or usage of AEDs as per the RMM# 1000 Reporting & Investigating Injury/Incident/Occupational Disease Program; and
- report any concerns with the AED devices to EOHSS or FHSSO.

5.3 Role of Faculty, Staff, Students, and Visitors:

Faculty, staff, students, and visitors shall:

- be aware of the location of AEDs in the area;
- utilize an AED for life saving measures if needed;
- follow site specific emergency procedures, contacting Security Services if on campus or similar emergency response measures for off site locations;
- report the use of an AED to the supervisor or responsible person; and
- ensure an Incident/Injury form is completed for all injuries and/or usage of AEDs as per the RMM# 1000 Reporting & Investigating Injury/Incident/Occupational Disease Program.

5.4 Role of the Central Joint Health and Safety Committee:

CJHSC's shall:

- review the AED Management program on a scheduled basis.

5.5 Role of Joint Health and Safety Committees (JHSCs):

- include AEDs in workplace inspections, if applicable;
- provide input regarding the need for and location of AED stations; and
- provide any changes to the location of AEDS to EOHSS or FHSSO.

5.6 Role of Caretaker:

The assigned Caretaker shall:

- consider being trained in Standard First Aid as defined by Regulation 1101 which includes AED usage;
- if present, take charge of the AED device and/or provide assistance with lifesaving measures; if required;
- inspect the AED monthly or enlist an alternate if needed, utilizing the online AED Tracking Tool to complete and record the inspection;
- report expired items, i.e. pads, batteries using the online AED Tracking Tool and arrange for replacement with service provider; and
- confirm orders and receive direct shipment of expired items and once received replace expired items within the device; disposing of expired items appropriately, i.e. battery disposal program.

5.7 Role of Security and Parking Services:

Security and Parking Services shall:

- conduct monthly inspections of all outdoor AEDs located at 1280 Main Street West;
- dispatch Security Officers to the scene of the medical emergency including an emergency involving the usage of an AED device and assist in providing emergency first aid, if required;
- dispatch EFRT to the scene of the medical emergency;
- call for emergency ambulance service as dictated by the nature and severity of the medical emergency;
- contact EOHSS in the event of a critical injury to an employee, student, volunteer or visitor;
- provide copies of medical emergency response reports related to AED usage to EOHSS; and
- ensure all Security Officers are trained in First Aid/CPR which includes AED usage.

5.8 Role of EOHSS and the FHSSO

EOHSS and the FHSSO shall:

- EOHSS will cover all cost associated with the maintenance of AED devices i.e. batteries, pads, first aid supplies but excluding the original cost of the AED device itself.
- review the AED Program on a scheduled basis;
- provide recommendations on the placement of new AEDs;
- have oversight of the AED Program to ensure compliance with monthly maintenance inspections performed by departmental caretakers of the AED devices;
- provide training to caretakers on the usage of the online AED tracking tool used to document monthly inspections;
- in consultation with supervisors and the JHSCs, make recommendation as required; and
- investigate and report on all critical injuries involving staff, students and visitors.

6 TRAINING

Standard first aid training which includes AED usage is encouraged for all eligible staff and is offered on campus by Athletics and Recreation.

The Employer will provide access to First Aid/CPR and recertification training at no cost to eligible employees.

7 RECORDS

7.1 Record of injury and first aid provided:

- the date and time of the injury, the names of witnesses, the nature and exact location of the injuries to the worker must be recorded on a McMaster University Injury / Incident report form. See Reporting & Investigating Injury/Incident/Occupational Disease Program, RMM# 1000.
- record of inspections as provided in the AED tracking tool maintenance history records.