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**Administrative Procedure**

**PRC-PRO-SH-10648**

**Automated External Defibrillators**

Revision 2, Change 3

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Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Sellers, Theresa

Functional Manager: Seydel, Scott

**Use Type: Administrative**



- 100 K Facility :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- 324 Facility :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- Canister Storage Building/Interim Storage Area :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- Central Plateau Surveillance and Maintenance :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- Less Than HazCat 3 :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- Plutonium Finishing Plant :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- Solid Waste Operations Complex :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- Transportation :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- Waste Encapsulation Storage Facility :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1

**JHA:** Administrative  
**Periodic Review Due Date:**06/03/2022  
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## Change Summary

### Description of Change

Spelling correction. Update and correct page numbers in header.

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**1.0 INTRODUCTION****1.1 Purpose**

This procedure provides information for use of Automated External Defibrillator (AED) program management, selection, training, inspection, and reporting of related events.

**1.2 Scope**

This document is applicable to CH2M HILL Plateau Remediation Company (CHPRC) Team employees performing CHPRC scope of work where the decision has been made to use AEDs.

**1.3 Applicability**

This procedure is applicable to the CHPRC Safety, Health, Security and Quality (SHS&Q) Program and all facilities equipped with an AED.

**1.4 Implementation**

This document is effective upon publication.

**2.0 RESPONSIBILITIES**

All responsibilities associated with this procedure are identified in the process steps.

Buildings/Vehicles/Trailers associated with a facility operation are managed through the Operations Manager. Buildings/Trailers associated without ties to an Operations group are managed through the Building Wardens

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### 3.0 PROCESS

The Occupational Medical Service Provider (OMSP) Medical Director has authority over the entire CHPRC AED Program and its project or site participants. The CHPRC Manager of Occupational Safety and Industrial Hygiene is the CHPRC AED Program Manager. The CHPRC AED Program Coordinator is the Interpretive Authority, and primary liaison with the CHPRC AED program participants. The Project AED Administrator is the person responsible for program implementation and oversight at the project level and is assigned by the Project Safety Manager. Operations/Facilities Management are the groups within the projects that are responsible for completing inspections and updates and reporting information to the Project AED Administrator.

The following AED models are approved for use within CHPRC:

- Cardiac Science  
9300 A or E  
9390 A or E
- Phillips HeartStart  
FRx,  
FR2, and  
Previous manufacturers of these models (i.e., Agilent and Heart Stream FR2)
- Physio-Control LIFEPAK models:
  - CR-Plus
  - Express
  - LifePack 1000

### 3.1 AED Program Responsibilities

<i>Actioneer</i>	<i>Step</i>	<i>Action</i>
CHPRC AED Program Manager	1.	ENSURE uniform requirements for an AED program are established.
	2.	INTERFACE between the Medical Director or his/her representative from the OMSP on inquiries relating to the medical use of an AED.
	3.	DESIGNATE a CHPRC AED Program Coordinator.
	4.	MAINTAIN direct authority over the CHPRC AED Program and its project site participants.
CHPRC AED Program Coordinator	5.	ASSIST projects with implementation of the AED program upon request.
	6.	ACT as the AED Program Technical Authority.
	7.	PROVIDE technical assistance as requested.
	8.	MAINTAIN a list of approved AEDs for purchase.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
CHPRC AED Program Coordinator	9.	MAINTAIN a list of Site AEDs with make, model, serial number, location, and assigned Project AED Administrators, and Operations/Building Administrators.
	10.	UPDATE the procedure as needed.
	11.	Periodically PERFORM field assessments to ensure the program is adequately implemented.
Project Safety Manager	12.	ASSIGN the Project AED Administrator to oversee the implementation of the AED program at the project level.
Operations/ Facility Management	13.	APPROVE all proposals to install AEDs.
	14.	SELECT AED station locations.
	15.	PURCHASE only approved AEDs listed in Section 3.0 in accordance with CHPRC purchasing procedures.
	a.	COMMUNICATE with Project AED Administrator when replacing or adding AEDs within the facility.
<b>NOTE:</b>	<i>When Projects and Facilities stage AEDs in motor vehicles or outside storage cabinets without environmental controls, personnel shall be assigned to assure AEDs are moved to a safe location when environmental conditions within the vehicle or storage location will exceed the environmental conditions recommended by the manufacturer (e.g. temperatures less than 32 degrees F or greater than 122 degrees F, humidity greater than 94% non-condensing). In all cases the manufactures recommendation must be closely followed.</i>	
	16.	MAINTAIN <u>AND</u> INSPECT AEDs per PRC-PRO-MN-40470, <i>Automated External Defibrillator (AED) Maintenance Procedure</i> , or equivalent.
	17.	NOTIFY Project AED Administrator of new AED installations.
Project AED Administrator	18.	Annually ASSESS facility/department working level procedures to ensure AED requirements are properly incorporated.
	19.	MAINTAIN a list of all AEDs with Make, Model, Serial Number, Location, and Operation/Building Warden within their specific Project/Department.
	20.	NOTIFY CHPRC AED Program Coordinator of new AED installations.
	21.	ENSURE an adequate number of AED volunteers are trained to provide AED response.
	22.	COORDINATE annual reporting in accordance with Section 3.5.

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### 3.2 AED Users Requirements

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Project AED Administrator	1.	ENSURE that AED program volunteers are trained to initiate Cardio-Pulmonary resuscitation (CPR) and use of AED. Note: AEDs are designed and may be used by untrained personnel in the event of an emergency.
Operations/ Facility Management	2.	Following emergency use of an AED, NOTIFY the Project AED Administrator.

### 3.3 AED Training

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Project AED Administrator	1.	ENSURE that AED program volunteers are trained to initiate Cardio-Pulmonary resuscitation (CPR) and use of AED. HAMMER provides Basic Medical First Aid and AED Training Course #170500 and refresher training 170501 Other off-site courses may be considered equivalent if approved by HAMMER.

### 3.4 AED Reporting

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Project AED Administrator	1.	COMPLETE annual report using <i>Annual Facility AED Report</i> (Site Form A-6006-527), or equivalent.
	2.	PROVIDE Annual Report to CHPRC AED Program Coordinator by the third Friday in October.
	3.	NOTIFY CHPRC AED Program Coordinator any time an AED is used in an event.
CHPRC AED Program Coordinator	4.	PROVIDE annual report of the CHPRC AEDs to the Hanford Fire Department (HFD) for all units north of Horn Rapids Road within their normal emergency response area and the Richland Fire Department (RFD) for all units located south of Horn Rapids Road within their normal emergency response area.
	5.	ENSURE that information is disseminated to CHPRC projects with AED programs in the event of Lessons Learned, equipment recalls/updates or AED program requirement changes.

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### 3.5 Updating AEDs to Comply with American Heart Association (AHA) Guidelines

AEDs are programmed to meet the most current guidelines adopted by the American Heart Association (AHA) when they are manufactured. Periodically the AHA reviews these guidelines and incorporates updated information, based on research that will provide the most beneficial outcome. For example, these guideline changes might include changes in the way CPR is performed (including the shock) or a CPR sequence programmed into the AED.

When guidelines change requiring AEDs to be re-programmed, the following steps must be taken:

<b>Actionee</b>	<b>Step</b>	<b>Action</b>
CHPRC AED Program Coordinator	1.	<u>WHEN</u> updates are made available by the AED manufacturer, <u>THEN OBTAIN</u> the update software and ensure that new software is installed in accordance with the manufacturer recommendations (including verification of unit functionality following updating). Where possible, <u>WORK</u> with other projects and minimize software update purchases.
CHPRC AED Program Coordinator	2.	<u>COORDINATE</u> with the Project AED Administrators to ensure AEDs are reprogrammed in accordance with the guideline changes or as soon as possible after the AED manufacturer releases the update program.
Project AED Administrator	3.	<u>WHEN</u> notified by the CHPRC AED Program Coordinator that updates are required, <u>THEN OBTAIN</u> the updated software and install in accordance with the CHPRC AED Program Coordinator Recommendations (including verification of unit functionality following updating).
Project AED Administrator	4.	<u>WORK</u> with Operations/Facilities Management and their maintenance organizations to ensure updates are installed and tested.
Operations/ Facilities Management	5.	<u>IF</u> AED(s) cannot be re-programmed, <u>THEN REMOVE</u> from service and contact Project AED Administrator for recommended action and proper disposal.
	6.	Following the update of Project AED(s), <u>NOTIFY</u> the Project AED Administrator.



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### 4.0 FORMS

*Annual Facility AED Report, A-6006-527*

### 5.0 RECORDS IDENTIFICATION

All records generated by this procedure are processed and maintained in accordance with PRC-PRO-IRM-10588, *Records Management Processes*.

**Records Capture Table**

Name of Document	Submittal Responsibility	Retention Responsibility
<i>Annual Facility AED Report (A-6006-527)</i> providing make, model, location, and serial number of all project AEDs	Project AED Coordinator	CHPRC AED Program Coordinator and Hanford Fire Department

### 6.0 SOURCES

#### 6.1 Requirements

10 CFR 851.25, "Worker Safety and Health Program," Section 25 - Training and Information  
 29 CFR 1910.151, Occupational Safety and Health Standards RCW 70.54.310, Semiautomatic external defibrillator – Duty of acquirer – Immunity from civil liability, 1998

**NOTE:** For the tables in this section under the requirement "type" column, "V" means verbatim and "I" means interpreted.

#### 6.1.1 AED Selection

#	Requirement	Type V or I	Source
1.	Resources shall be provided to support installation and maintenance of AED units and to train and qualify responders.	I	RCW 70.54.310
2.	New and replacement units shall be programmed to meet the most current version of the American Heart Association (AHA) Emergency Coronary Care (ECC) Guidelines.	I	RCW 70.54.310

#### 6.1.2 AED Training

#	Requirement	Type V or I	Source
1.	Initial and refresher training to all designated responders/volunteers of AED equipment shall be provided by Qualified Personnel.	I	RCW 70.54.310 10 CFR 851.25 (c) 29 CFR 1910.151
2.	AED volunteers shall be trained and qualified in CPR and AED use prior to the use of an AED. Volunteers shall complete and pass a recognized AED course.	I	RCW 70.54.310 10 CFR 851.25 (c) 29 CFR 1910.151

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#	Requirement	Type V or I	Source
3.	Training shall occur in a course that meets the approved requirements of the Washington State Department of Health.	I	RCW 70.54.310

### 6.1.3 AED Use

#	Requirement	Type V or I	Source
1.	AEDs shall be operated in accordance with training requirements and the AED manufacturer recommendations.	I	RCW 70.54.310 10 CFR 851.25 (c)

### 6.1.4 AED Event Reporting

#	Requirement	Type V or I	Source
1.	Report AED use to CHPRC AED Coordinator	I	RCW 70.54.310

## 6.2 Reference

PRC-PRO-IRM-10588, *Records Management Processes*

Washington State Department of Health, *Washington State Law and Training Program, "Public Access Defibrillation Training Course Guide and Application Packet" (Revised September 2005)*

PRC-PRO-MN-40470, *Automated External Defibrillator (AED) Maintenance Procedure*