

Administrative Procedure

CPCC-PRO-SH-10648

PRC-PRO-SH-10648

Automated External Defibrillators

Revision 0, Change 3

Published: 11/16/2022

Effective: 11/16/2022

Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Steelhammer, Jacob

Alternate Technical Authority: Wright, Robert

Functional Manager: Smith, Courtney

Use Type: Administrative



- 105 KW Facility :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- 324 Building :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- Canister Storage Building/Interim Storage Area :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- Capsule Storage Area :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- Central Plateau Surveillance and Maintenance :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- Plutonium Finishing Plant :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- Solid Waste Operations Complex :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- Transportation :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- Waste Encapsulation Storage Facility :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1

JHA: Administrative

Periodic Review Due Date:04/04/2027

Rev. 0, Chg. 3

Change Summary

Description of Change

Add another model of the Cardiac Science G5 AED to the list of approved AEDs.

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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 Central Plateau Cleanup Company (CPCCo) team employees performing CPCCo scope of work where the decision has been made to use AEDs.

1.3 Applicability

This procedure is applicable to the CPCCo Environmental Safety, Health, and Quality (ESH&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 or AED Coordinator Buildings/trailers without ties to an Operations group are managed through the Building Wardens.

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3.0 PROCESS

The CPCCo Manager of Occupational Safety and Industrial Hygiene is the CPCCo AED Program Manager. The CPCCo AED Program Coordinator is the Interpretive Authority, and primary liaison with the CPCCo 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 CPCCo:

- Cardiac Science
 - G3
 - G5
- Philips HeartStart
 - FRx
 - FR2
 - Previous manufacturers of these models (i.e., Agilent and Heart Stream FR2)
- Physio-Control LIFEPAK models:
 - CR-Plus
 - Express
 - LifePack 1000
 - CR2

3.1 AED Program Responsibilities

Actionee	Step	Action
CPCCo 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 CPCCo AED Program Coordinator.
	4.	MAINTAIN direct authority over the CPCCo AED Program and its project site participants.
CPCCo 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.

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Actionee	Step	Action
CPCCo AED Program Coordinator	8.	MAINTAIN a list of approved AEDs for purchase.
	9.	MAINTAIN a list of CPCCo AEDs with make, model, serial number, location, 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 CPCCo purchasing procedures. <ol style="list-style-type: none"> a. COMMUNICATE with Project AED Administrator when replacing or adding AEDs within the facility.
<p>NOTE: <i>When Projects and Facilities stage AEDs in motor vehicles or outside storage cabinets without environmental controls, personnel shall be assigned to ensure 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 manufacturer's recommendation must be closely followed.</i></p>		
	16.	MAINTAIN AND INSPECT AEDs per CPCC-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 CPCCo AED Program Coordinator of new AED installations.

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Actionee	Step	Action
Project AED Administrator	21.	ENSURE an adequate number of AED volunteers are trained to provide AED response.
	22.	COORDINATE annual reporting in accordance with Section 3.5.

3.2 AED Users Requirements

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

3.3 AED Training

Actionee	Step	Action
Project AED Administrator	1.	ENSURE AED program volunteers are trained to initiate CPR and use of AED. HAMMER provides Basic Medical First Aid and AED Training Course #170500 and Refresher Training Course #170501. Other offsite courses may be considered equivalent if approved by HAMMER.

3.4 AED Reporting

Actionee	Step	Action
Project AED Administrator	1.	COMPLETE annual report using <i>Annual Facility AED Report</i> (Site Form A-6006-527), or equivalent, providing make, model, location, and serial number of all project AEDs.
	2.	PROVIDE annual report to CPCCo AED Program Coordinator by the third Friday in October.
	3.	NOTIFY CPCCo AED Program Coordinator any time an AED is used in an event.
CPCCo AED Program Coordinator	4.	PROVIDE annual report of the CPCCo AEDs to the Hanford Fire Department (HFD).
	5.	ENSURE information is disseminated to CPCCo 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 is programmed into the AED.

This section is completed when guidelines change requiring AEDs to be re-programmed.

Actionee	Step	Action
CPCCo AED Program Coordinator	1.	<u>WHEN</u> updates are made available by the AED manufacturer, <u>THEN</u> OBTAIN the update software <u>AND</u> ENSURE new software is installed in accordance with the manufacturer recommendations (including verification of unit functionality following updating). Work with the projects to minimize software update purchases.
	2.	COORDINATE 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 CPCCo AED Program Coordinator that updates are required, <u>THEN</u> OBTAIN the updated software <u>AND</u> INSTALL in accordance with the CPCCo AED Program Coordinator recommendations (including verification of unit functionality following updating).
	4.	WORK 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</u> REMOVE from service <u>AND</u> CONTACT Project AED Administrator for recommended action and proper disposal.
	6.	Following the update of project AED(s), NOTIFY the Project AED Administrator.

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4.0 FORMS*A-6006-527, Annual Facility AED Report***5.0 RECORDS IDENTIFICATION**

All records generated by this procedure are processed and maintained in accordance with CPCC-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>	Project AED Coordinator	CPCCo 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

6.2 References

CPCC-PRO-IRM-10588, *Records Management Processes*
 CPCC-PRO-MN-40470, *Automated External Defibrillator (AED) Maintenance Procedure*
 Washington State Department of Health, *Washington State Law and Training Program, "Public Access Defibrillation Training Course Guide and Application Packet"*
 (Revised September 2005)