
First Aid and Automated External Defibrillator (AED) Standard

1.0 PURPOSE

The Automated External Defibrillator Standard has been combined with the First Aid Standard. It specifies the requirements for First Aid and automated external defibrillators (AEDs) at SaskPower.

2.0 DEFINITIONS

2.1 Automated External Defibrillator (AED)

An AED is a small, portable device that analyzes cardiac rhythms and when appropriate, delivers an electrical counter-shock therapy.

2.2 Defibrillation

Defibrillation is an electrical shock that is administered by an automated external defibrillator to restart the heart. The delivery of an electrical shock to a heart experiencing sudden cardiac arrest briefly stops all electrical activity in the heart. This brief "break" from the previous electrical chaos can be enough for the heart to restart beating with a normal rhythm

2.3 Emergency Medical Care

The provision of treatment to patients, including cardiopulmonary resuscitation, basic life support, advanced life support and other medical procedures that occur before arriving at a health care facility.

2.4 First Aid

The initial and immediate assistance given for illness or injury with minimal or no medical equipment. The purpose of first-aid is to minimize injury and/or disability until definitive medical treatment can be accessed.

2.5 First Aid Attendant

Means the holder of a valid:

- (i) Class A qualification;
- (ii) Class B qualification;
- (iii) Emergency medical technician's licence; or
- (iv) Licence, or certificate or other qualification that, in the opinion of the Ministry of Labour Relations and Workplace Safety (LRWS) Director, is equivalent to or superior to a qualification set out in sub clauses (i) to (iii) (*The Occupational Health and Safety Regulations*, 1996, s.54 and Tables 1-4).

2.6 First Aid Supplies

First aid supplies as more extensively detailed in Tables 9 and 10 in *The Occupational Health and Safety Regulations*, 1996, and include a collection of bandages, antiseptic wipes, and other medical equipment to provide treatment to a person with a minor injury, or interim treatment while the person is transported to a health care facility.

2.7 Heart Fibrillation

Heart fibrillation is a medical condition where the electrical pulses of the heart are disrupted from Sudden Cardiac Arrest (SCA) causing the heart to vibrate continuously, rendering it unable to pump blood.

2.8 Medical Facility

A hospital, medical clinic, physician's office, nursing home or other health care facility where a physician or registered nurse is always readily available.

2.9 Sudden Cardiac Arrest (SCA)

A Sudden Cardiac Arrest (SCA) occurs when the heart's electrical system malfunctions and the heart itself stops beating. It is fatal unless treated quickly and the only effective treatment for SCA is early defibrillation

3.0 METHOD / PRACTICE

3.1 First Aid

3.1.1 First Aid Access

- Employees at every worksite shall have quick, unimpeded access to first aid supplies and treatment, pursuant to Table 9 in The Occupational Health and Safety Regulations, 1996.
- Additional first aid supplies may be required based on specific hazards/aspects identified at a worksite via a documented hazard/aspect and risk assessment.
- Each worksite shall provide first aid stations located in areas that are readily accessible and are marked by appropriate signage.
- First aid supplies and equipment shall be maintained in the first aid stations, pursuant to Table 10-12 in the *Occupational Health and Safety Regulations*, 1996.
- An emergency procedure shall be displayed including an emergency telephone list and other applicable instructions specific to the worksite.
- A rescue plan shall be written, employees instructed and equipment provided for the purposes of rescuing an employee, pursuant to the Emergency Response Planning Policy and supporting standards.
- The Safety Management System reporting module is the SaskPower first aid register, all first aid incidents shall be recorded in the first aid register.
- A first aid room shall be made available if there are 100 or more employees at any one time at a distant or isolated worksite.

3.1.2 First Aid Attendants

- First aid attendants shall be provided, as specified in Table 9 in The Occupational Health and Safety Regulations, 1996.
- Employees shall be trained as first aid attendants, based on the requirements specified in Table 1 and 3 in The Occupational Health and Safety Regulations, 1996.
- An emergency and first aid response plan shall be identified, documented and communicated.
- All first aid incidents shall be reported in the Safety Software Management System.
- All SaskPower employees will be given the opportunity to be trained in first aid.

3.1.3 Employee Orientation

- All employees shall be orientated to the worksite's location of first aid stations, first aid attendants, emergency response plans and any other relevant information.

3.1.4 Transportation

- All work sites shall determine the source of emergency transportation from the worksite to a health care facility.

- If there is no ambulance service within thirty minutes of the worksite, alternative emergency transportation shall be determined so that the injured worker receives medical attention.

3.2 Automated External Defibrillators (AED)

3.2.1 Selection

- The Corporate Safety Department, supported by local Division Management shall:
 - Conduct risk based assessments for worksite AEDs and provide recommendations for quantity and location.
 - Assist with the selection of SaskPower approved AEDs.

3.2.2 Program Development

- The Corporate Safety Department, supported by each Division shall:
 - Assist in setting up an inspection protocol
 - Assist in setting up a maintenance program
 - Provide information on training in the use of AEDs and recertification
 - Lead and participate in a post-incident review after a Sudden Cardiac Arrest (SCA) has occurred and an AED is used
 - Recommend / offer debriefing and required support following an incident
 - Facilitate development of a local activation plan

3.2.3 Equipment Requirements

- The purchase of AEDs shall be coordinated with the health region and shall be compatible with the local EMS.
- AEDs shall be:
 - CSA approved
 - Electromagnetic compatible in electromagnetic fields
 - Capable of recording and retrieving information
 - Suitable for proposed location
 - Incorporated into the local emergency response plan.

3.2.4 Training

- Users of AEDs shall be identified at the local level and be provided with approved training.
- All incidents shall be reported in accordance with the SaskPower incident reporting requirements.

3.2.5 Inspection and Maintenance

- Monthly inspections of worksite AEDs shall be performed by local personnel, with the support of the Corporate Safety Department. Each area that has an AED will assign the inspection duty to a position within that department.
- The maintenance plan requires the user to check the placement of the AED, verify the battery installation, check the indicator light, verify absence of visual/audible service alarm, and confirm that the AED is clean and no damage has occurred and that the supplies (pads, scissors and razor) are stocked.
- AEDs shall be stored within the temperature range identified by the manufacturer. Sustained storage of the AED's in temperatures beyond these thresholds may permanently damage the AED, and render it inoperable. Measures shall be taken to ensure that the AED does not exceed

the manufacturer's recommended storage temperature thresholds, such as housing in an approved heated compartment.

4.0 REFERENCES

- Saskatchewan
 - The Occupational Health and Safety Regulations, 1996
- SaskPower (located on SafetyNet)
 - Emergency Response Policy
 - AED Directive
 - Maintenance Checklist for Automated External Defibrillator
 - Automated External Defibrillator (AED) Maintenance Requirements Information Bulletin
 - Automated External Defibrillator (AED) Activation Plan
 - Automated External Defibrillator (AED) Implementation Requirements
- Third Party
 - Regina Qu'Appelle Health Region PAD Program
 - Heart and Stroke Foundation of Canada Manufacturers of AEDs