



# Safety Instruction

## Automated External Defibrillator (AED) Brief

For complete program details, please refer to section [213: Automated External Defibrillator \(AED\) Program](#) of the [OSU Safety \(SAF\) Policy & Procedures Manual](#).

### Forms

The following forms can be accessed from the [EHS Forms webpage](#)

- AED Request Form
- AED Maintenance Logs (Weekly, Monthly)
- AED Incident Report

### Introduction

The goal of an Automated External Defibrillator (AED) program is to increase the rate of survival of people who have sudden cardiac arrests. AED programs are designed to provide equipment and training as an important means for providing enhanced life safety response measures. AEDs make it possible for lay responders to administer defibrillation prior to the arrival of Emergency Medical Services (EMS).

OSU is committed to the health and safety of its students, faculty, staff and visitors. In short, this policy establishes an AED program for the OSU campus that will:

- Implement enhanced life safety response measures
- Meet regulatory compliance
- Provide continuity and consistency across campus in AED installation, maintenance and use
- Establish AED user training requirements

### Requirements

University departments and other units that voluntarily choose to acquire an AED must comply with this policy.

All places of public assembly that have 50,000 ft<sup>2</sup> or more and where at least 25 persons congregate on a normal business day will be required to possess at least one AED and therefore must comply with the AED policy where noted. A list of campus buildings considered to be "public assembly" locations is maintained by EH&S.

### Responsibilities

Departments and other administrative units that acquire an AED are responsible for operating and maintaining the device to meet regulatory compliance, the standards of the manufacturer, programmatic standards of the American Heart Association or the American Red Cross, and the OSU policy. AED owners must:

- Designate an individual who will be responsible for the management of the AED program for the department or unit.
- Develop an AED program for their respective department or unit.
- Submit the AED Request Form to EH&S for approval prior to purchasing the AED.
- Ensure that inspections and maintenance are conducted in a timely manner and in accordance with written user and service manuals provided by the manufacturer.
- Purchase and replace batteries, pads and other supplies as needed.

**Contact EHS:**  
safety@oregonstate.edu  
oregonstate.edu/ehs/  
541 • 737 • 2273

- Provide or arrange for training and refresher training in AED use for staff.
- Make a reasonable effort to train sufficient staff in order to have at least one trained staff person on site during normal business hours.
- Maintain on-site records as listed below in the "Required Site Records" section.
- Notify Human Resources, via submittal of an AED Incident Report, within 24 hours of an incident or before the end of the business day.

## **Environmental Health and Safety**

The Environmental Health and Safety Department (EHS) will assist AED owners with program management. EHS will:

- Forward AED program applications submitted by departments or units to the University Health & Safety Committee for review.
- Identify buildings/areas where AED's are required.
- Maintain and provide an inventory of AED locations on campus.
- Act as a liaison between AED owners, manufacturers and health agencies to assist in unit maintenance and compliance issues.
- Review AED Incident Reports in concert with Student Health and consult AED owners to determine if programmatic changes are needed.