



Safety Instruction

Automated External Defibrillator (AED)

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

Introduction

The goal of an Automated External Defibrillator (AED) program is to increase the rate of survival of people who have sudden cardiac arrest. AEDs make it possible for trained 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; and,
- Establish AED user training requirements.



All places of public assembly that have 50,000 ft² 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.

Responsibilities

Environmental Health and Safety

A list of campus buildings considered to be “public assembly” locations is maintained by Environmental Health and Safety (EHS). These AEDs are inspected, maintained, and paid for by EHS. Departments looking to obtain an AED for their location must purchase the AED and supplies themselves. Refer to the **Departments and Administrative Units** section.

The EHS Department 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.
- Assist AED owners with programmatic content and selection of an AED.
- Identify buildings/areas where AED's are required and inspect those units.
- Maintain and provide an inventory of AED locations on campus.
- Review AED Incident Reports in concert with Student Health and consult AED owners to determine if programmatic changes are needed.

Departments and Administrative Units

Departments and other administrative units that request and acquire an AED are responsible for 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 (see [AED Request Form](#)).
- Submit the AED Request Form to EH&S for approval prior to purchasing the AED.
- Ensure that inspections are conducted monthly.
- Maintain on-site records of the inspections.

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

- Ensure maintenance is conducted in a timely manner and in accordance with written user and service manuals provided by the manufacturer.
- Purchase and replace batteries, pads, and/or other supplies as needed.
- Provide or arrange for training and/or refresher training in AED use for designated staff member. Make a reasonable effort to train sufficient staff in order to have at least one trained staff person on site during normal business hours (see [Training](#)).
- Notify Human Resources via submittal of an AED Incident Report within 24 hours of an incident or before the end of the business day.

Forms

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

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

Training

To become trained in First Aid/CPR/AED, visit the safety page on the Recreational Sports website at <http://recsports.oregonstate.edu/safety-classes>.

AED Map (Disclosed to EHS November 2014)

