

Automated External Defibrillator (AED) Requirements

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does not constitute clearance for Public Release.

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REVISION LOG

Revision 5	<input checked="" type="checkbox"/> Intent <input type="checkbox"/> Non-Intent
<ul style="list-style-type: none"> • These changes are in response to Condition Report 25774-000-GCA-GAM-03941, CNS Concerns with BNI Compliance with Records Identification and Retention Requirements (CNS letter 25774-22-CNS-017) [*CA], including: <ul style="list-style-type: none"> ◦ Modified Section 5.0, <i>Records</i>, to identify UPF DMC as the record holder for UCN-23320 • No forms have been edited as part of this revision • An evaluation determination has been performed confirming that this Procedure does not implement requirements tracked in the Programmatic Requirements Management System (PRMS) • Added Section 1.2, <i>Scope</i> • Clarified Section 3.1 to make it clear AED training is required or all Designated Trained Employees • Updated Section 3.2 to clarify appropriate use of UCN-23321 to aid the tracking and inspection of AED devices • Updated Section 4.1, <i>Placement/Location of the AED</i>, to change UCN-23220 to UCN-23320 • Incorporated Pen & Ink change to Section 2.2, adding Director, Occupational Health Services designee as a designated person • Incorporated Pen & Ink change to Section 6.1, adding E-SD-2027 as a Source Reference • Other changes include: <ul style="list-style-type: none"> ◦ Updated Section 5.0, <i>Records</i>, in accordance with Y15-95-235 ◦ Updated Section 6.0, <i>References</i>, in accordance with Y15-95-235 ◦ Updated acronyms 	
Revision 4	<input checked="" type="checkbox"/> Intent <input type="checkbox"/> Non-Intent
<ul style="list-style-type: none"> • This revision is a complete rewrite; therefore, no revision bars are shown. This revision further establishes guidance for the use, maintenance and reporting of automated external defibrillators (AEDs) 	
Previous revisions on record	

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1.0 INTRODUCTION

1.1 Purpose

This Procedure establishes requirements of the Uranium Processing Facility (UPF) Automated External Defibrillator (AED) program.

The primary use of an AED is a voluntary action (i.e., Good Samaritan act) where personnel assist an ill co-worker until qualified medical personnel arrive.

1.2 Scope

This procedure is applicable to UPF Project construction site personnel, subcontractors, and vendors.

2.0 RESPONSIBILITIES

2.1 UPF Environment, Safety, and Health Manager

The Environment, Safety, and Health (ES&H) Manager shall be familiar with the specifics of the AED program and:

- Have the overall responsibility of the implementing and administrating of this core process
- Assuring designated AED operators (e.g., electricians) are trained through a nationally recognized AED training program via UPF Training Department's Training Position Descriptions

2.2 AED Coordinator

The designated person responsible for the implementation and administration of the AED program is the Consolidated Nuclear Security (CNS) project nurse or designee determined by the Director of Occupational Health Services.

The AED Coordinator is responsible for:

- Serving as the liaison between the sponsoring physician, Y-12 National Security Complex (Y-12) Emergency Medical Services (EMS) and the project management team
- Maintaining necessary records and documentation related to the AED program
- Reporting the use of the AED to the Site Occupational Medical Director (SOMD) or delegate, and any other required authority (in accordance with applicable local laws)
- Reporting all malfunctions of the AED to the manufacturer and to the Food and Drug Administration (FDA)
- Facilitating the required inspection and maintenance of the AED and keeping documentation of inspection and maintenance (i.e., Inventory and Monthly Inspections referenced in **Section 5.0, Records**)
- Conducting post-AED use debriefing
- Cleaning and restocking the AED after each use

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2.3 Designated Trained Employee

The Designated Trained Employee shall be referred to as an AED Operator and is responsible for:

- Successfully completing the required training to use the AED
- Maintaining current cardiopulmonary resuscitation (CPR) training
- Reporting all incidents involving the use of the AED, even if a shock is not discharged
- Reporting all malfunctions of the AED to the AED Coordinator (refer to **Appendix B, AED Algorithm**)

3.0 REQUIREMENTS

The following provide the minimum acceptable requirements for an acceptable AED program:

3.1 Training

Training is required for all Designated Trained Employees. The UPF Training Department shall arrange for training as necessary.

3.2 Inspections and Maintenance

Inspections and maintenance of the AED is vital to ensure a continued state of readiness. The AED Coordinator shall follow AED manufacturer's recommendations for maintenance of the device. Most AEDs perform automatic self-testing, but regular inspections using UCN-23320, *AED Monthly Inspection Checklist*, are required when inspecting the device, as well as documenting maintenance of the device. UCN-23321, *AED Log*, is a tool that may be used to aid the tracking of AED inspection and maintenance.

4.0 OPERATIONAL PROCEDURES

4.1 Placement/Location of the AED

The AED Coordinator will evaluate and coordinate location and placements of AEDs. Location of AEDs will be indicated on UCN-23320.

4.2 Indications and Use of the AED

Project personnel who respond should understand the indications for the use of an AED by following instructions located on the AED. In addition, personnel:

- When called to a scene of a collapsed victim, assess the scene for safety hazards. Do not become the next victim; wear disposable gloves
- Verify the victim is unconscious, then proceed with the AED algorithm as shown in **Appendix B**

Automated External Defibrillator (AED) Requirements**4.3 Follow-up after Each Use of the AED**

Follow-up actions shall include the following, as a minimum:

- Immediate notification of AED use to the AED Coordinator, the SOMD, and Bechtel National, Incorporated (BNI) Corporate Medical Services Manager
- Perform battery insertion test; replace, if needed
- Restock supplies, including a new PC data card
- The AED Coordinator will conduct an incident debriefing with involved AED operators

4.4 Sanitation and Clean-up

After the use of an AED, the following minimum requirements apply:

- Follow manufacturer's cleaning recommendations using the proper cleaning agent
- Dispose of all gloves, masks, and infectious material in an appropriate receptacle
- Thoroughly wash hands with non-abrasive soap and water after removing soiled gloves

5.0 RECORDS

Records generated by this Document shall be maintained in accordance with Y15-95-800, *UPF Document Management*.

The following records generated are:

Record or Form Number	Record Title	System/Location	Document Type
UCN-23320	<i>AED Monthly Inspection Checklist</i>	InfoWorks	AED

6.0 REFERENCES**6.1 Source References**

Department of Health and Human Services, Food and Drug Administration, *Form FDA-3500A, MedWatch*,
<https://www.fda.gov/downloads/AboutFDA/ReportsManualsForms/Forms/UCM048334.pdf>

E-SD-2027, *Automated External Defibrillator*
Y78-001, *Occupational Medicine Program*

6.2 Interfacing References

Y15-95-800, *UPF Document Management*

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6.3 Forms

UCN-23320, *AED Monthly Inspection Checklist*

UCN-23321, *AED Log*

7.0 SUPPLEMENTAL INFORMATION

Appendix A, *Acronyms and Definitions*

Appendix B, *AED Algorithm*

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APPENDIX A

Acronyms and Definitions

Acronyms

AED	Automated External Defibrillator
SOMD	Site Occupational Medical Director
UPF	Uranium Processing Facility

Definitions

AED Coordinator	The designated person responsible for the implementation and administration of the program.
AED Operator	The person(s) who have successfully met the training requirements of the country or state in which the AED is used.
Automated External Defibrillator (AED)	A medical device that is used for sudden cardiac arrest. The AED monitors the heart rhythm and judges whether a shock (delivery of an electrical current through the chest) is advised.
Emergency Medical Services (EMS)	Authority ultimately responsible for delivering emergency care.
Site Occupational Medical Director (SOMD)	Service of providing medical leadership and expertise to the AED program.

Automated External Defibrillator (AED) Requirements**APPENDIX B
AED Algorithm**