

TOOL TYPE **CHECKLIST**

GEOGRAPHY **ALL**

SOURCE:

**HALTON
REGION**

AED MAINTENANCE CHECKLIST

BENEFITS

If a worker goes into cardiac arrest on the job, his survival may depend on whether your workplace is equipped with a lifesaving device called an automated external defibrillator (AED). AEDs are medical devices that deliver an electrical current or shock through the chest to the heart. AEDs require only minimal maintenance. In general, you should conduct simple monthly checks to ensure your unit is operating at its optimal level.

HOW TO USE THE TOOL

Adapt this checklist for your AED and the manufacturer's requirements. Use it to conduct monthly maintenance checks of your unit. Address any issues, missing items or problems identified in the check. Also, refer to the manufacturer's user manual for proper *annual* maintenance procedures.

OTHER RESOURCES:

Halton Region AED Toolkit for Workplaces

AED MAINTENANCE CHECKLIST

Date: _____

Location: _____

Inspected by: _____

	YES	NO	CORRECTIVE ACTION NEEDED	DATE COMPLETED
Cabinet				
Batteries are installed				
Alarm goes off when you open the door				
Cabinet is securely mounted to the wall				
Cabinet is clean, i.e., no dirt, contamination or damage are present				
AED				
Check the status/service indicator light				
Batteries and pads are within the expiry date				
Supplies				
Pocket mask with one-way valve				
Examination gloves				
Scissors				
Razors				
Absorbent gauze or hand towel				

THIS TOOL AND HUNDREDS MORE AVAILABLE IN THE **OHS TOOLBOX** AT www.ohsinsider.com. Templates and tools from **OHS Insider** are provided for members of our service. Members may use this document as is or as a starting point to customize their own documents. **OHS Insider** assumes no responsibility for the effectiveness or legality of any of its online templates or tools. **Always consult your legal counsel and management before implementing any new policies or procedures.**

	YES	NO	CORRECTIVE ACTION NEEDED	DATE COMPLETED
Additional Requirements from AED Manufacturer				