
AED Defibrillator Monthly Inspection & Readiness Check

1.0 Objective & Intent

The objective of this SOP is to establish a standardized monthly inspection protocol for all Automated External Defibrillators (AEDs) located within the cabinet and millwork manufacturing facility. The intent is to ensure that each AED is fully operational, properly maintained, and ready for immediate use in the event of a sudden cardiac arrest emergency, thereby mitigating the risk of death or serious injury due to equipment failure. This procedure supports compliance with WorkSafeBC regulations regarding the maintenance of first aid equipment and emergency preparedness.

2.0 Operational Scope

This procedure applies to all designated safety personnel, including the Plant Safety Officer, first aid attendants, and any trained employees responsible for emergency equipment checks. It covers all AED units installed in the facility, including those in the main production area, warehouse, office, and break rooms. This SOP does not cover the initial installation or annual biomedical servicing of AEDs, which must be performed by a qualified medical equipment technician.

3.0 Hazard Identification & Mandatory PPE

- **Electrical Shock:** Risk of electric shock from the AED battery or internal components if the unit is damaged or improperly handled. Do not open the sealed device casing.
- **Pinch Points:** Risk of finger entrapment when opening the AED carrying case or accessing the battery compartment.
- **Slip/Trip Hazards:** Cluttered inspection area or loose cables from the AED unit may cause trips.
- **CSA-Approved Safety Glasses:** Required to protect against potential battery acid leaks or debris when handling the AED unit.
- **Nitrile Gloves:** Required when handling any battery or electrode pads to prevent contamination and skin contact with potential chemical residue.
- **Closed-Toe Safety Shoes:** Required for all personnel in the facility during inspection rounds.

4.0 Required Safety Equipment & Tools

- AED Inspection Checklist (printed or digital on SafeDesk)
- Spare AED battery (if available, for immediate replacement of expired units)
- Spare set of electrode pads (sealed, within expiry date)
- Pen and clipboard or mobile device for digital logging
- Flashlight for inspecting unit in low-light areas
- Disposable nitrile gloves
- Small trash bag for disposal of expired pads or batteries

5.0 Step-by-Step Safety Procedure

1. Notify the shift supervisor and any nearby personnel that you are performing the monthly AED inspection. Ensure the

area around the AED cabinet is clear of obstructions and that you have a stable, well-lit workspace.

2. Visually inspect the exterior of the AED cabinet or wall mount for any physical damage, signs of tampering, or missing components. Confirm the cabinet is securely mounted and the alarm (if equipped) is functional.
3. Open the AED carrying case or cabinet door. Remove the AED unit carefully, supporting it with both hands. Place it on a clean, dry, non-conductive surface.
4. Inspect the AED unit for any cracks, dents, or signs of liquid ingress. Check the status indicator light on the device. A green flashing light indicates the unit is ready. A red light or no light indicates a fault that must be reported immediately.
5. Check the battery installation and expiry date. Ensure the battery is fully seated in its compartment and that the battery expiry date has not passed. If the battery is low or expired, replace it with a new, compatible battery per the manufacturer's instructions.
6. Inspect the electrode pad package. Verify the pads are sealed, undamaged, and within their expiration date. Check the connector for any corrosion or damage. If pads are expired or compromised, replace them with a new sealed set.
7. Check the AED's internal self-test log (if accessible via a display or indicator). Confirm the device has passed its last self-test. If the device indicates a failure, tag the unit as 'Out of Service' and contact the manufacturer or a qualified technician immediately.
8. Inspect the accessory kit inside the AED case. Verify the presence of a razor, gloves, a face shield or barrier mask, and a small towel or gauze. Ensure all items are clean and within their expiry dates.
9. Carefully place the AED unit back into its case or cabinet, ensuring all cables are neatly stored and the case is properly closed. Secure the cabinet or wall mount. Confirm the status indicator light is visible and flashing green.
10. Complete the AED Inspection Checklist, recording the date, time, inspector name, unit serial number, battery and pad expiry dates, and any findings. Report any deficiencies to the Plant Safety Officer and update the digital log in SafeDesk. Dispose of expired batteries and pads in accordance with hazardous waste procedures.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.