



AED checklist

Consider the following when implementing an effective AED program for your organisation:

- ✓ **Location:** Nominate an accessible location specific for your organisation, e.g. first aid station, reception desk, entrance hallway.
- ✓ **Visible:** AED must be visible to all users and visitors.
- ✓ **Ready to use:** Battery & electrode pads must always be inserted.
- ✓ **Communication:** Communicate AED placement to staff, volunteers, nearby premises, larger community, etc.
- ✓ **Training:** Provide training for CPR and AED use, and ensure first aid qualifications of staff and volunteers are up to date.
- ✓ **Signage:** Use internationally recognised green AED signage to communicate there is an AED at your premises.
- ✓ **Maintenance:** Ensure unit is regularly monitored & maintained to manufacturer's recommendations. Appoint a responsible person(s) to take responsibility for the equipment.
- ✓ **Policies:** Ensure AED forms part of the operations of your premises, e.g. Fire Evacuation, First Aid response, risk assessments, training & induction programs.
- ✓ **Response:** Consider and plan your organisation's response to a cardiac arrest event at your premises.
- ✓ **Cross street:** Ensure all staff know the physical street address and cross street of your premises, to provide to Triple Zero (000) operator.
- ✓ **Debrief:** Debrief with those who are involved in or witness a real life cardiac arrest.