













Safe Systems of Work

TASK: Changing battery and pads in an AED	
OF POTENTIAL HARM: FM Technician	
EQUIPMENT NEEDED: New battery, new pads, (Often in a pack together), AED and mobile phone	
PLEASE NOTE: As each make and model of AED differs, it is important to become thoroughly familiar and competent on each one before performing maintenance. Batteries and stickers are normally designed to expire at the same time. This provides a guide. Not all steps in the process below may be applicable.	
STEP BY STEP PROCESS:	
1	Park vehicle in designated area
2	Report to reception / main security office / gatehouse
3	Attend any inductions as required by client prior to any work being undertaken
4	Assess area in which testing is to be performed and the conditions around before commencing
5	Assemble equipment required
6	Remember you are 'Lone Working' and take appropriate safety precautions
7	Ensure area to be worked on and exit points are clear of obstruction and that safe access / egress is maintained
8	Remove AED from housing and set on stable flat surface at a good working height for you
9	Perform formal visual testing looking for any faults / defects etc.
10	Check battery status indicator which should read 'OK' or equivalent
11	Check for a sticker with expiration date for the patches contained inside
12	Check rear of AED for date of manufacture. If over 10 years old, it is advised to replace the AED
13	Ensure power is turned to 'OFF', usually by holding 'power' button for 3 seconds
14	Remove aged patches set aside
15	Replace pack with new patches and connect if required
16	Remove aged battery and set aside
17	Insert replacement battery, ensuring terminals match
18	Close AED lid
19	Check battery status has improved
20	If battery status is not 'OK', take note and check next day as new battery may take time to fully initiate cycle and charge
21	Record on AED and take note of when battery and pad have been changed
22	Return AED to housing and ensure it is securely home
23	Dispose of aged patches and battery in line with manufacturer recommendations
24	Record results in equipment register
25	Repeat process until all AED's requiring testing have been tested.
26	Ensure work area is safe when finished testing
27	Advise client that inspection and testing has been taken
28	Sign out at reception / main security office / gatehouse

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POTENTIAL FORESEEN HAZARDS:						
						
New To Site	Poor Lighting	Poor House Keeping	Other Hazards?	Lone Working		
CONTROL MEASURES REQUIRED:						
						
Sign In & Out at Reception	Induction Training Given	Operative To Be Trained	Have What You Need?	Always Check Routes	Be Alert To Other Hazards	Carry For Safety
IN THE EVENT OF AN EMERGENCY:						
Comply with requirements as set out in induction. All injuries, including minor cuts will be reported to a client First Aider. Any accidents are to be recorded in the client Accident Report book and reported to the FM Health & Safety Manager.						
Should anyone be transported to a medical facility in a company or private vehicle, another person is required to be present. Should the condition of the injured person deteriorate, the driver would be unable to assist.						
FURTHER MEASURES:						
When signing in, give expected duration of work						
Be mindful of potential for other hazards and take time to consider other risks						
Note any additional hazards and control measures on this form below						
Should you feel your safety or the safety of others is at risk, you are obliged to stop the task and seek guidance						
Inform FM desk as soon as possible of any concern, defects or remedial actions						
FOR NOTES:						

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