



**SISC**

SELF-INSURED SCHOOLS of CALIFORNIA

**SAFETY & LOSS CONTROL**

March 28, 2002

TO: District Superintendents  
Directors of Maintenance and Operations  
SISC II Member Districts

FROM: Catherine Wilson Jones, CSP  
Director, Safety and Loss Control

SUBJECT: Television/Audiovisual Equipment Mounting

The use of televisions and audiovisual equipment in the classroom can provide excellent support for the instructional curriculum. However, as more districts take advantage of the benefits televisions/audiovisual equipment can contribute, the hazards and risk of injury posed by the units are often overlooked. In some classrooms, the risk is substantial. The purpose of this document is to provide guidance with respect to achieving safe use of televisions/audiovisual equipment in classrooms.

There are three methods currently used to install televisions/audiovisual (TV/AV) equipment in classrooms: moveable carts, wall mounted brackets, and permanent built-in cabinets/shelves. If the necessary safeguards are met, any of the three methods are appropriate. Items for consideration include the following:

- Televisions or other audiovisual equipment should not be installed directly over or within close proximity to staff or students. There have been at least two incidents that would have resulted in serious injury to staff or a student had luck not been the overriding factor.
- The television should be properly sized for its location. Whether on a shelf, cart, or wall mount TV/AV units should not be larger or heavier than what the location can support.
- For wall-mounted units, installation must be according to the manufacturer's specifications. Installation should be conducted by qualified personnel.

- Television sets should be mounted in such a manner that the electrical cord does not pose a hazard. Often, the cord is plugged into a lower outlet and left to hang in the air creating a snag hazard. The installation should be such that the cord can be secured to the wall or located to eliminate this problem. In new construction, prior planning for the location of the electrical outlet will help to eliminate this problem.
- It is critical that support straps are used and used properly. In a recent assessment of member district sites, it was noted that such straps are overwhelming either not in use, improperly installed, or out of adjustment. Straps should be used to secure the equipment whether it is on a cart, shelf, or wall mounted bracket.
- Students should never be allowed to handle or relocate mobile TV/AV carts. It is important to plan ahead when a TV or other audiovisual equipment is needed so it can be moved by an adult before and after class.
- Do not allow anyone to step or ride on a TV/AV equipment cart because this may cause it to overturn.
- Do not let students play near TV/AV equipment carts.
- All TV/AV carts should be secured to the wall when not in use.
- TV/AV carts with large casters capable of being locked are recommended.
- All TV/AV carts mounting brackets and shelving units should have periodic safety inspections.

By observing the items listed above, a district can enjoy the benefits televisions and other audiovisual equipment can bring to the curriculum without putting the safety of staff and students at risk. The enclosed evaluation form can be used by site personnel to conduct assessments of TV/AV equipment use.

If you have any questions, please contact your SISC Safety and Loss Control representative.

CWJ:sh

Enc.

# Audiovisual Carts Evaluation Form

## Audiovisual Carts

- Y N Are the audiovisual carts located so that they are not in close proximity to student or staff seating?
- Y N Is the audiovisual cart the proper size for the audiovisual equipment that it supports?
- Y N All audiovisual carts must be supplied with safety straps for the equipment they support. Are safety straps installed on the audiovisual cart?
- Y N Are the safety straps properly installed and adjusted?
- Y N Is the cart secured to the wall when not in use or in an area of the room where it can be used while secured to the wall?

## Wall Mounted Audiovisual Brackets

- Y N Are the audiovisual brackets located so that they are not over student or staff seating?
- Y N Are the audiovisual brackets properly sized for the equipment they support?
- Y N All audiovisual brackets must be supplied with safety straps for the equipment they support. Are there safety straps installed on the brackets?
- Y N Are the safety straps properly installed and adjusted?
- Y N Are the electrical cords secured so they are not hanging down from the bracket; or are they attached to the wall in an appropriate manner so as not to cause a potential snag hazard?

## Built-in Cabinets and Shelves

- Y N Are the built-in audiovisual cabinets or shelves located so they are not in close proximity to student or staff seating?
- Y N All cabinets and shelves must be supplied with safety straps for the equipment they support. Are there safety straps installed?
- Y N Are the safety straps properly installed and adjusted?
- Y N Are the electrical cords secured so they are not hanging out of the cabinet or down from the shelf so they will not cause a potential snag hazard?