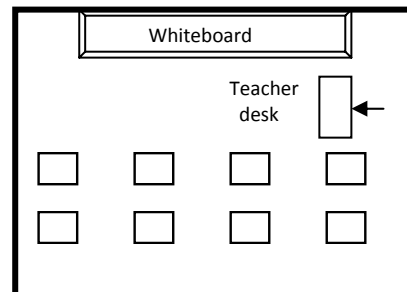


INTERACTIVE WHITEBOARD INSTALLATION

Many schools are purchasing interactive whiteboards (IWB) for classrooms. Installation of the board and projector requires a number of factors to be managed including power and cabling to the components and connection to a laptop. There are a number of cases where the installation of the board and projector has been inappropriate resulting in asbestos incidents, electrical safety issues, trip hazards, poor access and unstable fixtures. Refer images below - left & centre.



What are the issues?

A number of issues have been raised in relation to the installation of the boards and projectors. The following elements need to be managed to ensure the IWB is both safe and user friendly during, and after, installation:

- Follow the Asbestos Policy and Asbestos Management Plan for correct work and reporting procedures
- Correct installation – for ongoing function, security and compliance with warranty provisions
- Structural stability of the whiteboard
- Appropriate management of the installation work and service providers if the classroom contains asbestos containing material (ACM) including low density board (LDB)
- Concealing and securing leads and cabling to prevent trip hazards
- Appropriate location of the components e.g. to allow easy access by staff and students and provision for the use of the laptop or computer
- Electrical wiring undertaken by an appropriately qualified person e.g. an electrician
- Data cabling and installation of projector completed by an appropriately trained person

What should schools do?

1. **Prior to purchase** - consider the location. Does the installation involve ACM, including LDB? If so, is a mobile unit more feasible? If the work involves friable ACM including LDB then; a competent person engaged by the **“A” Class Business Certificate holder** is to supervise the work in accordance with WH&S legislation, or if the work involves bonded ACM then; the installer must have a **“B” Class Certificate** and follow their documented Safe Work Practices in accordance with WH&S legislation.
2. **Prior to purchase** - determine where all components will be located in the class room and if this is achievable with space, power and IT access in the room.
3. **Prior to purchase**, or during purchasing process, obtain information from the supplier about appropriate companies to install the whiteboard (IWB) keeping in mind requirements related to management of ACM
4. Complete installation must be according to the manufacturer's directions – Schools Officers are only to install an IWB if non ACM is involved and they have the skills required under the manufacturer's directions
5. If the IWB requires the installation of any new data or power outlets log a job with the *Facilities Project Office* through the Service Centre – phone 1800 680 445. The Facilities Project Office will be able to coordinate the installation of the power and cabling prior to the installation of the IWB.
6. Check your Asbestos Register in BEMIR to determine if there is any ACM where the person will be working. School staff must **not** conduct work with ACM.
7. If there is ACM advise the contractor prior to arrival that ACM is present and that [DET's Asbestos Policy and Asbestos Management Plan](#) must be followed during the installation of the IWB and any components.

8. Follow general ergonomics principles for the set up of computers to promote good postures. e.g. placing the laptop/computer at 90⁰ to the whiteboard (rf diagram above) assists to reduce twisting.

More Information

Asbestos Policy and Asbestos Management Plan: <http://education.qld.gov.au/strategic/epr/facility/fcmpr003/index.html>

Office Ergonomics – setting up your workstation: <http://education.qld.gov.au/health/pdfs/healthsafety/ohs-factsheet.pdf>

Safe use of Laptops: <http://education.qld.gov.au/health/pdfs/healthsafety/laptopuse.pdf>