

# Q2 TRANSFER BOARD USER INSTRUCTIONS

**Haines®**  
MEDICAL AUSTRALIA

## WARNING

It is the responsibility of the board owner to ensure that these user instructions are provided with the issue of each new board. Before being used, or issued for use, the Q2 Transfer Board must be visually checked for any physical damage and/or undue wear:

- The board must not exhibit any chips or surface defects that are likely to be detrimental to the board use or patient safety.
- The inset anti-slip pads must be intact and damage free, if not replace the board.

**Any board which is damaged should be immediately withdrawn from service and replaced with a new one.**

Operational SWL 285kg, based on spanning a gap no greater than the distance between the anti-slip pads.

The board is intended for use with a single patient and the maximum Safe Working Load (SWL) will be compromised if it is used by more than one user at any one time or additional loading is added to a lighter person.

## INSTRUCTIONS FOR USE

1. Before undertaking a transfer ensure that both transfer points are stable and, if either is a mobile device, ensure that any wheels or castors are locked and/or any other anchoring devices are engaged.
2. Place the Q2 Transfer Board beneath one of the seated patient's legs, ensuring the anti-slip pad is completely in contact with the seat surface.
3. Place other end of the board onto the device to be transferred to, again ensuring the anti-slip pad is completely in contact with the surface of the destination transfer point, and then the transfer can take place.
4. The patient can then slide across the board to the new seated position.
  - Transfers can be undertaken with the legs of the patient either on the inside or outside curves. However a much more streamlined motion is achieved if the inside curve is used.



## INSTRUCTIONS FOR CLEANING

It is important that good cleaning procedures are adopted. If the board is already in use please ensure it has been cleaned, using one of the recommended methods to reduce the risk of cross infection:

- Wiped clean using normal disinfectant solutions
- Wiped clean using alcohol based solutions (up to 70%)
- Cleaned in an Washer/Disinfectant machine (800C - 850C for 10mins)
- Ensure that local COSHH regulations are adhered to.

## STORAGE & DISPOSAL OF THE PRODUCT AFTER USE

### STORAGE

The Q2 Transfer Board should be stored in clean conditions, free from contamination. If the product becomes soiled prior to use it must be cleaned by one of the recommended cleaning methods.

### DISPOSAL

At the end of the product life please dispose of the product safely using a licensed waste control contractor. The Q2 is manufactured from talc filled polypropylene (PP) and can be incinerated, or disposed of in landfill sites without any harm to the environment. Prior to disposal the Q2 board should be cleaned using alcohol based solutions (up to 70%). The non-slip pads should only be disposed of via landfill.



These instructions are a guide only and do not replace protocols and procedures as devised by your manual handling coordinator.



Always consult with your manual handling coordinator or seek professional advice before use.

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