Early Medical Assessment



Bread and Cake Retailing

Customer Service – Bread Shop

1. Bread and Cake Retailing
2. Customer Service

Dear Doctor: This form will take up to 5 minutes to complete. Please review each task the worker undertakes (both picture and written description) and tick whether or not the worker can complete this task. If modification required, please leave comments. Space at the end of this document is available for final comments and recommendations.

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* Placing pies in fridge or pie warmer immediately
* Crates (<10kg) are stacked 3 high. Worker pushes stack into shop over small lip.
* Lifting and placing bread on shelving (as below) requiring repetitive reaching through all ranges. Squatting or bending required for lower shelves and step stool available for upper shelves.
* Placing empty crates outside of shop for driver to remove.
* 50 crates delivered on a busy market day. 20 on a slower day.
 | Doctor Approval[ ]  Yes [ ]  NoComments: |
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* Shelves
* Lowest 300mm
* Highest 1800mm
* Depth of reach 600mm
* Pie warmer shelving between waist and chest height. Tongs used to handle hot items. Gripping with dominant hand and second hand holding bag.
* “Cash only” operation, one button per item on till for ease of use. Till on 900mm bench.
* Reaching over till to serve customer (1250mm.)
* Repetitive forward reaching to shelves at all heights described. Occasional-frequent squatting/bending to access low shelves, occasional climbing onto step stool to reach upper shelves.
* Constant handling of bread products and money.
 | Doctor Approval[ ]  Yes [ ]  NoComments:  |
| L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501\Bread and Cake Retailing\Skala Bakery\imagesCARI8IQF.jpgL:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501\Bread and Cake Retailing\Skala Bakery\IMG_2444.JPG | **End of Day Duties*** Bagging rolls and grasping bag to pull through taper to seal. Repetitive gripping and handling of rolls and bags.
* Bagging up left over bread and storing in crate in shop. Delivery driver collects following day and takes to bakery for collection by charity.
* Removing all produce off all shelves and cleaning shelves by wiping over and using duster. Repetitive reaching at full range of heights.
* Sweeping floor.
* Placing bread signs and price tags out for the next day on shelves. Reaching through full range of heights.
* Stock take nightly
 | Doctor Approval[ ]  Yes [ ]  NoComments: |

1. Work Capacity Form

**Doctor Review (include final comments)**

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I confirm that in my view, subject to the above comments, the worker is able to perform certain duties detailed in this Early Medical Assessment.

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| These duties should be reassessed on: |  | Date: |

|  |  |  |
| --- | --- | --- |
| Signature : |  | Date: |

**Employers Declaration:**

I confirm that I/we have reviewed the Doctor’s recommendations and comments. I/we will make suitable changes to make allowances for the Dr’s recommendations.

|  |  |  |
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| Signature : |  | Date: |

**Employees Declaration**

My Doctor has discussed their recommendations with me. I have been given the opportunity to participate in this process.

|  |  |  |
| --- | --- | --- |
| Signature : |  | Date: |

For information on completing this form, please contact Business SA on 08 8300 0000.

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