Early Medical Assessment



Bread and Cake Retailing

Customer Service – Cafe

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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| L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Bread and Cake Retailing\Millie's Bakery\IMG_2895.JPG  L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Bread and Cake Retailing\Millie's Bakery\IMG_2899.JPG  L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Bread and Cake Retailing\Millie's Bakery\IMG_2900.JPG | **Display Cabinet**  Morning   * Setting up display by collecting product from cool room on trolley. Stored on trolley. * Repetitive forward reaching and bending to fill display cabinet (under bench height). Pull out shelves reduce the amount of bending into the cabinet. * Plating up freshly baked cakes using tongs and place in cabinet. Refilling during day as required * Placing pies in warmer (bench height – 1500mm)   End of day   * Emptying 7 cabinets of plated food and placing on trolley to push to cool room. * Repetitive forward bending and low level postures to access all product in cabinets to place on trolley * Cleaning display cabinets (removing pull out wire shelves and wiping bottom, sides and glass) | Doctor Approval  Yes  No  Comments: |
| L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Bread and Cake Retailing\Millie's Bakery\IMG_2876.JPG  **L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Bread and Cake Retailing\Millie's Bakery\IMG_2878.JPG**  L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Bread and Cake Retailing\Millie's Bakery\IMG_2880.JPG | **Sandwich Making**   * Each morning two staff pre-make sandwiches * Making sandwiches as ordered throughout day * Constant standing behind counter/bench. Bench height 930mm. * Forward bending to access fillings (700mm deep cabinet) * Constant use of both hands, knives and tongs * Extra cold meats kept in cool room nearby on shelving between waist and shoulder height. * Placing sandwiches on plates or in display cabinet | Doctor Approval  Yes  No  Comments: |
| L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Bread and Cake Retailing\Millie's Bakery\Plates.jpg  L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Bread and Cake Retailing\Millie's Bakery\Wiping tables.jpg | **Table Service**   * Walking to tables carrying plates and cups as required * Clearing dishes from plates and carrying to kitchen * Wiping over tables | Doctor Approval  Yes  No  Comments: |
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| https://s-media-cache-ak0.pinimg.com/236x/a9/e8/ef/a9e8efe9a0f5699b5c9a23683e66ce28.jpg  L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Bread and Cake Retailing\Millie's Bakery\Sweeping.jpg | **Cleaning**   * Wiping surfaces as required and thoroughly at the end of the day * Sweeping floors * Cleaning cabinets and coffee machine at the end of the day | Doctor Approval  Yes  No  Comments: |

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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