Early Medical Assessment



Building Supplies Wholesale

Administration

1. Building Supplies Wholesale
2. Administration

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 Three SAWIC Codes 472801, 473601 & 485601\Building Supplies Wholesalers\Auszac EcoBalsa\ADMIN (3).JPG | **General Administration** * Constant sitting; adjustable seat.
* Using computer and telephone daily.
* Systems are mostly electronic.
* Positions include Administration, Quality Control and OHS; Exports; IT.
 | Doctor Approval[ ]  Yes [ ]  NoComments:  |
| L:\RTW Fund Project\Stage Three SAWIC Codes 472801, 473601 & 485601\Building Supplies Wholesalers\Auszac EcoBalsa\ADMIN (14).JPG**L:\RTW Fund Project\Stage Three SAWIC Codes 472801, 473601 & 485601\Building Supplies Wholesalers\Auszac EcoBalsa\ADMIN (8).JPG****L:\RTW Fund Project\Stage Three SAWIC Codes 472801, 473601 & 485601\Building Supplies Wholesalers\Auszac EcoBalsa\ADMIN (16).JPG** | **Shop Front / Customer Service*** Frequent sitting at front desk.
* Standing to assist walk-in customers.
* Entering orders into computer system and giving to product manager.
* Taking phone calls re sales.
* Building samples requiring bilateral fine dexterity. Can be sitting at a bench or standing at a higher bench.
* Stocking shop shelves from floor to head height.
* Due to the nature of the product all objects are very light to handle.
 | 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.

|  |  |  |
| --- | --- | --- |
| 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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