Early Medical Assessment



Clothing and Clothing Accessories

1. Footwear Sales Assistant
2. SAWIC Code 484001
3. Clothing and Clothing Accessories

Footwear Sales Assistant

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 One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Jem Designs\IMG_0256.JPG L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Jem Designs\IMG_0258.JPG | **Customer Service**   * Standing and discussing product with customer * Handling stock (⅓ - 1kg) as per below. * Assisting customer with shoe fitting. * Repeated squatting, bending, getting up and climbing steps/ladders in order to fetch other alternatives for the customer (if appropriate.) | Doctor Approval  Yes  No  Comments: |
| L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Jem Designs\IMG_0257.JPG L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Jem Designs\IMG_0254.JPG  L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Jem Designs\IMG_0250.JPG | **Handling Stock**   * Handling stock (⅓ - 1kg) from floor to shelves of varying heights. * This involves extending, reaching, squatting/bending. Overhead reaching may be required. * Occasionally climbing onto a step ladder may be required to reach stock on higher shelves. | Doctor Approval  Yes  No  Comments: |
| L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Jem Designs\IMG_0245.JPG | **Processing Transaction**   * Walking to and standing at front counter * Grasping items, placing them in box and moving them under fixed scanner * Handling cash or EFT * Bagging items at counter | Doctor Approval  Yes  No  Comments: |
| L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Jem Designs\IMG_0260.JPG L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Jem Designs\IMG_0262.JPG | **Processing Bulk Stock and Orders**   * Receiving and lifting boxes from / to trolley (weight of boxes 5‑10kg) * Unpacking goods from boxes * Carrying, bending, reaching and grasping required. | Doctor Approval  Yes  No  Comments: |
| L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Jem Designs\IMG_0244.JPG | **Processing Stock and Orders**   * Processing stock and carrying smaller boxes (approx. 1kg) through shop and shelving those boxes at varying heights. * Repetitive reaching required | Doctor Approval  Yes  No  Comments: |
| L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Jem Designs\IMG_0247.JPG | **Daily Cleaning**   * When time allows, vacuuming the floor and dusting the shelves (approx. ½ hr/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.

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