Early Medical Assessment



1. Clothing and Clothing
2. Accessories
3. Ladies Fashion Sales Assistant
4. Clothing and Clothing Accessories

Ladies Fashion 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\Millers\IMG_0293.JPG | **Customer Service*** Standing and discussing product with customer
* Handling stock (⅓ - 1kg) as per below
 | Doctor Approval[ ]  Yes [ ]  NoComments: |
| L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Millers\IMG_0312.JPG | **Handling Stock*** Handling stock (⅓ - 1kg)
* Hanging hangers on free‑standing displays or on wall hangers (varying heights). Repetitive reaching required.
* Safety step / ladder / reaching rod may be available.
 | Doctor Approval[ ]  Yes [ ]  NoComments: |
| L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Millers\IMG_0306.JPG | **Processing Transactions** * Walking to and standing at front counter
* Bilaterally grasping item(s) and moving under fixed scanner
* Handling cash or EFT
* Wrapping and bagging item(s) whilst standingat counter. Fine dexterity required.
 | Doctor Approval[ ]  Yes [ ]  NoComments: |
| L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Millers\IMG_0305.JPG | **Recovery of Back up Stock*** Occasionally retrieve stock from rear storeroom.
* Reaching to remove items from hangers and shelves (max. height: 2.15m)
* Handling and climbing step ladder
 | Doctor Approval[ ]  Yes [ ]  NoComments: |

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| L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Millers\IMG_0294.JPG | **Processing Bulk Stock and Orders*** Receiving goods from delivery man (max. weight of boxes 12kg).
* Occasionally lifting boxes
* Unpacking items
* Applying hangers requiring grasping
* Hanging stock on store displays at varying heights
 | Doctor Approval[ ]  Yes [ ]  NoComments: |
| L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Millers\IMG_0298.JPG | **Re-Merchandising*** Moving merchandise
* Grasping and lifting hangers off mounts and replacing at varying heights
* Replacing stock as required
 | Doctor Approval[ ]  Yes [ ]  NoComments: |
| L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Millers\IMG_0296.JPG | **Daily Cleaning*** Cleaning surfaces, mirrors and glass
* Using (push/pull) industrial vacuum cleaner on floating boards
 | Doctor Approval[ ]  Yes [ ]  NoComments: |
| L:\RTW Fund Project\Stage One SAWIC Codes 473301 & 484001\Clothing and Clothing Accessories\Millers\IMG_0304.JPG | **Administration*** Administrative tasks usually performed by store manager (daily)
* Using computer
* Responding to phone calls and emails
* Undertaken in a seated position.
 | 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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