Early Medical Assessment



Fish and Takeaway Retailing

Customer Service – Nut Retail

1. Fish and Takeaway 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\Fish and Takeaway Retailing\Charlesworth Nuts\Burnside Shop\IMG_3642.JPG  L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\Charlesworth Nuts\Burnside Shop\IMG_3685.JPG  L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\Charlesworth Nuts\Burnside Shop\IMG_3688.JPG  L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\Charlesworth Nuts\Burnside Shop\IMG_3694.JPG | **Customer Service**   * Scooping product into bags for customers as requested. Bending and reaching required due to counter height and depth. * Low level postures required to access lower shelving. * Touch screen till on bench top, frequent reaching over bench to handle money and pass product. * Scoop or tongs used to handle product. Grasping and gripping repetitively. * Placing bag on scales (on counter) to weigh and adding or taking product out as required. Folding top of bag over and handing to customer. | Doctor Approval  Yes  No  Comments: |
| L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\Charlesworth Nuts\Burnside Shop\IMG_3611.JPG  L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\Charlesworth Nuts\Burnside Shop\IMG_3625.JPG  L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\Charlesworth Nuts\Burnside Shop\IMG_3618.JPG  L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\Charlesworth Nuts\Burnside Shop\IMG_3711.JPG | **Stock Rotation**   * One section of the shop rotated each day. * Pulling product out of shelving into tub with scoop or gloved hands. Squatting required for lower shelves (max of 6kg handled). Bending for higher shelves (max of 3kg handled). * Collecting bag of dried fruit or nuts from store room. * Dropping bag on counter repetitively to loosen fruit . * Using scoop to place new product in correct shelf. * Replacing previously removed product into shelf. * Refilling of shelves occurs daily as required. * Constant standing, gripping and bilateral hand use. Constant forward reaching. | Doctor Approval  Yes  No  Comments: |
| L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\Charlesworth Nuts\Burnside Shop\IMG_3722.JPG | **Cleaning**   * Sweeping and mopping daily as required. * Wiping over benches throughout the day. * During stock rotation, removal of shelves and washing in sink located in storeroom. Wiping of inside of glass and display shelving requiring forward reaching and bending. | Doctor Approval  Yes  No  Comments: |
| L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\Charlesworth Nuts\Burnside Shop\IMG_3652.JPG  L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\Charlesworth Nuts\Burnside Shop\IMG_3700.JPG  L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\Charlesworth Nuts\Burnside Shop\IMG_3715.JPG | **Cooking Nuts**   * Scooping raw nuts from box into frying basket. * Lifting basket (two hands) into hot oil . * Lifting basket of cooked nuts out of oil and pouring sideways into waiting pot on bench. Gripping and shoulder and forearm rotation to tip. * Placing seasoning in pot with cooked nuts and shaking to coat product. Bilateral tossing movement to move nuts around in pot. * Using scoop to place cooked nuts into shelving. | Doctor Approval  Yes  No  Comments: |
| L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\Charlesworth Nuts\Burnside Shop\IMG_3602.JPG  L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\Charlesworth Nuts\Burnside Shop\IMG_3655.JPG | **Deliveries**   * Twice per week or daily during the Christmas period. * Driver brings all deliveries into the shop. * Lifting tote boxes into shelving between floor and overhead height. * Climbing step ladder to place pre-made baskets on display shelving. | 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: |

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| 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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