Early Medical Assessment



Fish and Takeaway Retailing

Sandwich Maker

1. Fish and Takeaway Retailing
2. Sandwich Maker

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\STAX\IMG_3333.JPGL:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\STAX\IMG_1861.JPGL:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\STAX\IMG_3320.JPG | **Set Up*** Each morning take outside 4 tables and accompanying chairs. Carrying / pulling required. These need to be brought in at the end of the day also.
* Stocking drinks fridge requiring grasping and reaching between floor and overhead height. Task performed as required.
* Preparing food area by taking fillings out of cool room in trays and carrying to display cabinet. Filling display cabinet requires some bending, reaching, and grasping. Reverse done at end of day.
* Receiving deliveries, brought into store by delivery driver. Worker helps to put items in correct area eg bread.
 | Doctor Approval[ ]  Yes [ ]  NoComments: |
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* Sandwiches made to order whilst standing at counter behind display cabinet with fillings inside. Use of tongs and knives requiring repetitive grasping. Repetitive forward reaching into cabinet to acquire fillings as ordered. Meats and cheese are pre-sliced.
* Toastie machine on bench, microwave above toasties requiring 90o shoulder flexion to reach.
* Table service; carrying plates and cups to customers sitting at tables.
* Constant standing and walking for the entire shift. Repetitive forward reaching at bench height and occasional reaching to head height to access equipment. Constant use of hands for handling money, preparing food and waiting.
 | Doctor Approval[ ]  Yes [ ]  NoComments: |
| L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\STAX\IMG_3317.JPG | **Cleaning*** Wiping over tables as customers leave.
* Sweeping and mopping floors daily.
* Clearing dishes from tables and placing in dish washer in back kitchen or cleaning in sink.
* Cleaning benches; wiping over.
* Cleaning out display cabinets as required, removing plates, wiping trays and glass inside and out.
* Pulling bin to common area for emptying.
* Constant standing, constant forward reaching, occasional bending, constant handling, occasional pushing and carrying light loads.
 | Doctor Approval[ ]  Yes [ ]  NoComments: |
| L:\RTW Fund Project\Stage Four SAWIC Codes 488601 & 488501 - 33 templates\Fish and Takeaway Retailing\STAX\IMG_3325.JPG | **Deliveries*** Catering for offices nearby.
* Placing trays of made sandwiches and possibly coffees on a three tiered trolley and pushing to offices.
* Many are in the same building as the café and an elevator is used.
* If it is a small order it may be carried instead of using the trolley.
 | 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.

|  |  |  |
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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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