

Retail Team Member : Return to Work Checklist and Plan

Please complete with your patient

Worker name: _____ Claim number: _____ Injury: _____

Worker will be able to participate in the duties as below from: / / to / /

Full time Part time _____ hours per day _____ days/week

N.B. Based on your information, a suitable duties plan will be established at the worker's place of employment. In the absence of task availability at their usual workplace the worker will continue to be paid weekly compensation and WorkCover will source suitable alternative workplace rehabilitation with a host employer.

Please consider the "health benefits of good work" and focus on what your patient can do.

| Tick if suitable | Job Tasks | Limitations/Comments |
|------------------|--|----------------------|
| | Customer service - The sales team member will roam through the different areas of the store assisting customers. This may involve low level to overhead reaching and handling of stock (<1kg) as well as register use. | |
| | Point of sale – register/eftpos - Items are scanned at point of sale, and payment collected from customer. Usually done at waist height or above. Security tags/pins are removed from items which are purchased, and items are bagged for customer. | |
| | Stock Shelves - New stock is delivered in boxes. Stock is removed from its box, removed from its plastic packaging, steamed, security tags/pins added, price tags added and then placed onto hangers. Stock may be placed onto a running rail or carried onto the shop floor and placed on the appropriate railing. Excess stock is placed in reserve in the back room. | |
| | Merchandising of stock - The team member walks and visually inspects the store floor ensuring there are a correct number and type of stock on fixtures, merchandise is correctly and appropriately displayed, and assessing the general tidiness of the store. The sales team member will attend to any corrections and/or housekeeping required. This may require ladder use. | |
| | Ticketing Tasks - Ticketing gun use applying stickers on price tags of stock on the store floor for promotions and markdowns. | |
| | Opening and closing of shop doors - This task consists of opening/closing the access of the store involving pulling/pushing a concertina door, sliding glass door or a standard glass door. | |
| | Housekeeping - This task may consist of dusting, vacuuming, mopping, cleaning of mirrors and disposing of rubbish. Mirrors are cleaned, but only what is able to be reached. Rubbish is carried or pushed on a trolley to a waste disposal bin. | |

Worker name: _____ Claim number: _____ Injury: _____

| Tick if suitable | Alternate duties | Limitations/Comments |
|------------------|--|----------------------|
| | Admin/rostering/meetings - Administration tasks include attending to emails, printing reports, writing in the communication book, clearing holds, making telephone calls, banking and placing money into till. Rostering involves checking timesheets, allocating sales team members and organizing training. Meetings are held with other managers and staff. | |

If none of the above tasks or alternate duties are appropriate at this time, please advise a review date or timeframe to some form of return to work _____ / _____ / _____

Please tick here if you have been unable to identify any tasks and you would prefer an allied health provider to help implement a return to work plan.

Other comments:

SIGNATURES

Treating Medical Practitioner: _____ / _____ / _____

Worker: _____ / _____ / _____

Employer: _____ / _____ / _____

Submission and payment for this form (WorkCover Queensland claims only)

If this form is requested as part of a workers' compensation claim, please forward this completed form via our online services, or alternatively by faxing to 1300 651 387. You can charge for a "completed form" under the relevant table of costs, found on our website worksafe.qld.gov.au. This form will become part of a claim file and may therefore be read by claims staff, WorkCover Queensland's network of advisory doctors, specialists at the Medical Assessment Tribunal or during legal proceedings.

In addition, the form that you provide may be released to another person (usually the worker or employer) under the Right to Information Act (2009), the workers' compensation legislation or as authorised or required by law.