

Picker / Packer : 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
	Inbound (unloading) - When a load comes off the truck the team member is responsible for taking the shrink wrap off the pallet, scanning the items received, and unloading the items onto appropriate pallets. Involves carrying, lifting / lowering, pushing / pulling (using pallet jacket). Goods range in dimensions, nature and weight.	
	Outbound (loading) – Loading pallets with goods by hand. Involves carrying, lifting / lowering, pushing/pulling (using pallet jack). Goods range in dimensions, nature and weight. Shrink wrap pallets to secure load for transfer onto delivery truck.	
	Picker / Binning - Picking smaller stock from shelves to place into totes based on orders placed. Totes are usually on a trolley at waist height which requires pushing and pulling. Process is continued until tote is full or all items picked.	
	Forklift operation - Involves operating forklift (either sitting or standing type), to transfer goods from one location to another.	
	Inventory - Locate missing items, correct stockdate discrepancies, co-ordinate returns for faulty items, stock rotation	
	Housekeeping - Picking up pieces of strapping, plastic wrap and cardboard boxes and transferring them to skip bin. Sweeping and utilising dustpan and brush.	

Worker name: _____ Claim number: _____ Injury: _____

Tick if suitable	Alternate duties	Limitations/Comments
	Administrative - Controlling inventory levels and general administrative duties. Also includes receipting of items delivered to the site via the warehouse (computer and systems capability required).	
	Quality Inspection - Check warnings, electrical approvals weights on boxes before being released into picking lines. Certain items of stock are allocated for review from inbound receiving, and the team member is responsible for weighing the item, ensuring the item inside the packaging is correct, ensure no hazards present on item, ensure measurements are correct.	

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.