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**job and task list worksheet**

**Helpful Information:** This is a simple worksheet to help you create a job and task list for your farm. A downloadable and customizable version of this form can be found at [www.agsafeab.ca](http://www.agsafeab.ca). For the purposes of this worksheet, think of a **job** as the larger scope of work and a **task** as a part or step of that work. For example, the job would be tractor operator and the tasks associated with that job would be things like refueling it, performing pre-inspections, stacking bales, and hauling bales with it.

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| **Farm Name** |  | | |
| **Work Area** |  | **Date Completed** |  |

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| --- | --- | --- |
| **Job Name** | **Season(s)**  Spring/Summer/Fall/Winter/All Year | **Task(s)** |
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| **Additional Comments:** |
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| **Print Name** | **Print Job Title** | **Signature** | **Date** |
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**Important:** Retain a copy of this document in your farm records.

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Description automatically generated**job and task list worksheet (Example)**

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| **Farm Name** | Joe Jones Farm | | |
| **Work Area** | Potato | **Date Completed** | May 25, 2022 |

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| --- | --- | --- |
| **Job Name** | **Season(s)**  Spring/Summer/Fall/Winter/All Year | **Task(s)** |
| Seed | Spring | Load seed  Auger use  Moving equipment on public roads  Operating equipment in the field  …. |
| Irrigation | Spring & Summer | Inspect system  Operate system  Perform repairs  Check water source/supply  Add chemicals to the system  … |
| Harvest | Fall | Auger use  Loading trucks  Moving equipment on public roads  Operating equipment in the field  … |
| Take seed to cleaning plant | Fall | Loading trucks  Unloading trucks  Auger use  Moving equipment on public roads  … |
| Dry seed | Fall | Transfer seed  Auger use  Operate dryer  Operate equipment  … |
| Store seed | Fall | Auger use  Operate equipment  … |
| Inspect bins and seed | All year | Physical inspection & climb bin  Check monitors  … |

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| **Additional Comments:** |
| Review again in the fall to add any tasks that have been missed. |

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| **Print Name** | **Print Job Title** | **Signature** | **Date** |
| Jane Doe | Casual Labourer | Jane Doe | May 25, 2022 |
| Dave Smith | Supervisor | Dave Smith | May 25, 2022 |
| Joe Jones | Owner/Operator | Joe Jones | May 25, 2022 |

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