Logo

Description automatically generated

**Position based job and task list worksheet**

**Helpful Information:** It is recommended to have each person on the farm complete this sheet themselves, especially if the farm has not done anything like this before. Doing this will give you an opportunity to identify gaps and overlap in responsibilities. 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 could be a 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.

**Disclaimer:** This document is intended to be a resource document only. The farm will need to customize it and make it farm-specific to address the particular needs, factors, applicable legislated requirements, etc. Once this document has been customized by the farm, this disclaimer, the Helpful Information section, and the logo located in the upper right corner of the page may be deleted and replaced with the farm’s logo. If you require assistance, please contact **AgSafe Alberta** at [info@agsafeab.ca](mailto:info@agsafeab.ca) or visit [www.agsafeab.ca](http://www.agsafeab.ca) for learning opportunities, tools and resources.

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| --- | --- | --- | --- |
| **Farm Name** |  | | |
| **Position** |  | **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.