

**job and task list worksheet**

**Helpful Information:** 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

**Disclaimer:** This is a sample job and task list worksheet and is intended to be a resource document only. The farm may 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 logo located in the upper right corner of the page and the Helpful Information box below may be deleted. If you require assistance, please contact **AgSafe Alberta** at info@agsafeab.ca or visit [www.agsafeab.ca](http://www.agsafeab.ca) for learning opportunities, tools and resources.

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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.