

LOCAL UNION NO. 401

11600 NORCOM ROAD • PHILADELPHIA, PA 19154 • PHONE: (215) 676-3000 • FAX: (215) 676-3001

STEWARD'S WEEKLY REPORT

THIS REPORT MUST BE TURNED IN WEEKLY TO THE LOCAL UNION OFFICE

FULL NAME OF CONTRACTOR				PHONE	
FULL ADDRESS OF CONTRACTOR					
NUMBER	NAME OF STREET	CITY	STATE	ZIP	

Period Covered by Report					
FROM	_____	_____	_____	_____	_____
	Month	Day	Year		
TO	_____	_____	_____	_____	_____
	Month	Day	Year		

JOB LOCATION					
JOB PHONE					

FOREMAN					
TYPE OF WORK					

Number of Journeymen _____ Number of Apprentices _____ Number of Permit Men _____

Total Men on Job _____ Is Company Up To Date On Vacation & Benefits? _____ (If not, Contact Office)

Amount of Work Remaining (Approximate) _____

Injury Report * _____

Name of Ironworker on Job Experienced in First Aid _____

* Please list name, membership number or social security number of anyone injured on job. If hospitalized, include name of hospital.

Steward's Name _____ Home Phone _____

STEWARD'S DUTY

The Steward is the Job-site Representative of this Local Union and is responsible to the Local Union for the maintenance of the Collective Bargaining Agreement on the job-site.

He shall act in accordance with the International Constitution, General Working Rules and Local Union By-Laws and/or as directed by the Business Representatives of this Local Union.

He shall serve as the job-site Safety Representative for the Union and contact the Local Union Business Representatives regarding any recognized safety hazards not corrected by the contractor.

The Steward shall examine the Dues Receipt of each man on the job-site and report those in arrears to this Local Union.

(LIST NAMES OF MEN ON OPPOSITE SIDE)

NAMES OF MEN ON JOB	LOCAL UNION	MEMBERSHIP NUMBER	DUES PAID THRU	HOURS WORKED							TOTAL
				MON.	TUE.	WED.	THUR.	FRI.	SAT.	SUN.	
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