



ELLIS GLASS

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HEALTH & SAFETY POLICY

January 5, 2026

Management of Ellis Glass & Mirror Ltd. Is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. Ellis Glass will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

Ellis Glass, as an employer, is ultimately responsible for worker health and safety. As president of Ellis Glass I give you my personal promise that every reasonable precaution will be taken for the protection of the workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by this company.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, for everyone included.

Signed,

Mike Koopman,
President

Safety Philosophy

Demonstrating Leadership

Ellis Glass & Mirror Ltd. is committed to providing a safe and healthy work environment for all personal.

Our Goal is Zero Accidents

Safety is an integral part of Ellis Glass & Mirror Ltd. We are committed to the goal of zero accidents on all projects. No work is so important that it cannot be done safely.

Responsibility and Awareness

Safety is a management responsibility. Senior management is responsible for planning, implementing and monitoring the safety and loss prevention program. Each staff member then has specific responsibilities for safe construction work.

These responsibilities are defined for the construction manager, project manager, site supervisor, foreman and all tradesmen. All are accountable in turn for safety within their own jurisdictions. All employees, clients and subcontractors are personally responsible for their own safety. They also share the responsibility for the safety of other personnel on the project.

Company Health and Safety Rules

The following are the safety rules and regulations of Ellis Glass & Mirror Ltd. It is expected that all employees will understand and abide by these rules and regulations.

1. Accidents, injuries, unsafe conditions and "near misses", regardless of their nature, shall be promptly reported to supervisors.
2. Approved hard hats shall be worn on the job by personnel where a hazard exists.
3. C.S.A. approved safety footwear shall be worn by all workers and visitors on job sites and in the shop.
4. C.S.A. approved safety glasses or prescription eyeglasses c/w side shields shall be worn on the job by personnel where hazards exist. Additional face shield protection shall be worn for activities where welding, grinding, radiant heat, chemical exposure or similar risks exist.
5. Clothing shall be appropriate for duties being performed. Long pants, and a shirt are minimum requirements. No tank tops, sweat pants, beach footwear or tennis shoes are permitted.
6. Personal protective equipment must be worn and suitable for task being performed. Loose or frayed clothing, finger rings, dangling ties, etc. Should not be worn around moving machinery or other sources of entanglement.
7. Safety harnesses and life-lines must be used where no other form of protection from falling is available, as required by federal or provincial regulations.
8. No tool shall be used for any purpose other than that intended. All damaged or worn parts shall be promptly repaired or replaced.
9. Power tools are to be operated only by authorized personnel, with guards furnished by the manufacturer in place.
10. All electrical hand tools shall be grounded or double insulated
11. Running is not permitted anywhere, except in the case of extreme emergency.

Hazard reporting

Purpose:

The purpose of hazard reporting is to try to stop accidents before they occur. Employees must be aware of their surroundings to prevent injury if possible.

Objective:

Our company objective is to eliminate the possibility of injury due to hazards that have not been identified. We need to keep the work place a safe environment, and our workers need to be able to report any danger that may cause risk to the employee.

Standard:

It is in our best interest to make sure that our employees are able to recognize and asses any dangerous or hazardous situations. Common sense plays a key role in this aspect of health and safety.

Being aware of the surroundings also helps eliminate uncertainty. We encourage all of our employees to take time to walk around the workplace and get a feel for their surroundings before starting any work.

Employees are to report any problem areas immediately. If areas of concern pose a threat to the health and safety of an individual, that individual must report immediately to the supervisor on site.

The supervisor will assess the situation and take necessary steps to correct the problem. If the situation requires a great deal of attention, then action must be taken.

Each employee is trained in fall protection, lift trucks, and job specific hazards as they arise.

We have put into place a set of standards that employees will follow when reporting hazards.

1. Each employee will inspect the workplace prior to commencing work.
2. Each employee will record any hazardous conditions on the jobsite.
3. Any hazards that are detected must be reported immediately to the acting site supervisor. The supervisor will then asses the degree of hazard and act accordingly.
4. The supervisor will determine if a third party will need to be called in (e.g. for asbestos removal)
5. The employee must always be aware of their surroundings. It is the responsibility of the worker to report anything that they deem hazardous.

Communication:

- Communication with the site supervisors
- Communication with the workers
- Communication by way of tool box Talks

Evaluation:

Elements will be reviewed on an annual basis to determine if the expectations are being met and training is adequate. Feedback from employees is an excellent tool to evaluate the training. CSAO may be able to aid with the evaluation if little change has taken place.

Acknowledge Success and Make Improvements:

We encourage our site supervisors to acknowledge good performance verbally in front of peers and by adding comments to the employee's files indicating good or bad performance.

Discipline Policy

Addressing disciplinary issues can be very sensitive and stressful process for most managers, supervisors and employees. However, if disciplinary issues are avoided or handled poorly, it can lead to serious consequences such as injury, property damage or fatality.

At Ellis Glass, we do not view discipline as a form of punishment but as a rule or system of rules governing conduct or activity in order to eliminate unsafe circumstances.

Ellis Glass believes that education is the key to establishing proper disciplinary procedures and holding all employees accountable to our company's health and safety policy and program, as well as to applicable regulatory requirements.

Disciplinary Program

The main objective of our disciplinary program is to ensure that Ellis Glass and Mirror's rules and safe work practices are taken seriously by all employees and are followed.

Where disciplinary action is deemed to be appropriate, it shall be conducted in a timely manner.

Trying to correct unsafe behaviour by waiting only allows the behaviour or habit to become more ingrained.

Discipline shall be kept as positive as possible and not be used in a punitive or negative way. Remember that the goal is to correct the problem, action or behaviour of the person. The type of discipline shall fit the severity of the misconduct and shall be conducted in private.

Disciplinary Program Process

In order to ensure effectiveness and fairness of the program all of the following five steps must be addressed with equal importance:

1. Review of disciplinary policies and procedures (Manager or supervisor)
2. Investigation of accusations and infractions (supervisor)
3. Determining and reviewing disciplinary action (supervisor)
4. Documenting disciplinary action and program enforcement (supervisor)
5. Conducting the disciplinary meetings and promoting safe work practices and compliance to regulatory requirements(supervisor).

Health and Safety Responsibilities

Senior Management

1. Prepare a health and safety policy. Post it in the workplace and review it annually.
2. Develop a program to implement the health and safety policy. Ensure it is known throughout the organization. Ensure training is in place to make the program work.
3. Appoint competent supervision.
4. Ensure equipment, materials and protective devices are provided and maintained in good condition.
5. Provide resources so supervisors and workers can carry out safe and healthy work.
6. Ensure that adequate and suitable planning is done to provide safe and healthy workplaces.
7. Review accident reports and respond where necessary.
8. Review middle management's site inspection reports quarterly.
9. Delegate authority and responsibility.
10. Hold employees and subcontractors accountable for the authority and responsibility delegated to them.
11. Be visibly committed to making health and safety work. Inspire others to make it work.

Middle Management

1. Ensure that the workforce understands their health and safety responsibilities.
2. Ensure that equipment, materials and protective devices are provided and maintained in good condition.
3. Ensure workforce is trained to safely complete the work and deal with hazards. Ensure that the training is current and regularly reviewed.
4. Be aware of applicable legislation and ensure compliance.
5. Ensure there is an effective mechanism for co-operative problem solving amongst workers and supervisors.
6. Take unresolved health and safety problems to senior management.
7. Respond appropriately to reports of problems and to the joint health and safety committee recommendations
8. Ensure procedures and practices are established so workers can carry out safe and healthy work.
9. Establish a system to review the health and safety program. Ensure it is up to date.
10. Review supervisor's safety / toolbox talks
11. Review accident/incident reports. Ensure corrective actions are taken.
12. Conduct a formal inspection of a jobsite once a month.
13. Report quarterly to a senior management on the status of health and safety performance.
14. Hold supervisors accountable for the authority and responsibility delegated to them and hold workers accountable for their responsibilities.
15. Be visibly committed to making health and safety work. Inspire others to make it work.

Supervisor

1. Ensure that workers use or wear the equipment, protective devices or clothing that the company requires to be used or worn and that it is in good working condition.
2. Ensure that all workers receive appropriate training to use or wear the equipment, protective devices or clothing that the company requires.
3. Establish procedures and practices to ensure that workers can carry out safe and healthy work.
4. Ensure that workers comply with the Occupational Health and Safety Act, applicable regulations and the company's policy and program.
5. Ensure that workers are aware of potential hazards and have dealt with, or are dealing with, the actual hazards in the workplace.
6. Plan and communicate work assignments to enable workers to produce safety.
7. Improve workers in work planning and problem solving.
8. Provide orientation to new crew members.
9. Conduct weekly safety talks and weekly site inspections.
10. Review safety aspects of each task with crew.
11. Conduct accident or incident investigation.
12. Encourage workers to report health and safety problems.
13. Respond quickly and appropriately to worker concerns and cooperate in their correction. Take matter to higher level if beyond supervisor's authority/ability.
14. Report safety problems to middle management.
15. Be aware of the applicable legislation and company procedures.
16. Set an example by being consistently safety conscious, and insisting on the safe performance of work.
17. Supervise, advise and coach workers as required.

Worker

1. Use or wear the equipment, protective devices or clothing that the company requires.
2. Work safely in accordance with the company's or the client's health and safety policy and program, and with the Occupational Health and Safety Act and applicable regulations.
3. Do not remove, displace or interfere with the use of any safeguards.
4. Report unsafe conditions to the supervisor, after taking appropriate immediate action.
5. Report all accidents, injuries and near misses immediately to the supervisor.
6. Work in a way that will not endanger yourself or others.
7. Advise other workers of unsafe conditions or work practices.
8. Participate in solving health and safety problems.
9. Provide recommendations to the supervisor to improve health and safety.
10. Not to engage in any pranks, contests, feat of strength, unnecessary running or rough and rowdy behaviour.

Visitor

Each visitor is responsible for safe guarding his or her own health and safety. All visitors must:

1. Report to the front desk and sign in
2. Wear approved personal safety equipment (safety shoes & glasses) if entering the plant in a work area.
3. Comply with all safety rules and policies set by Ellis Glass.
4. Report any unsafe acts or conditions to a supervisor or manager of Ellis Glass.
5. Report any injuries sustained on the site to a supervisor or manager of Ellis Glass.

Health and safety Meetings

Health and safety meetings allow an open exchange of information between employees and supervision.

They are performed to:

- Discuss health and safety information
- Discuss any health or safety concerns
- Review health and safety performance
- Discuss special procedures

They are conducted because they:

- Increase Health & Safety awareness
- Help identify hazards and unsafe practice
- Reinforce job training and awareness of hazards

Meeting topics can be obtained from:

- Input from employees
- Health & safety guides (manual by CSAO)
- CSAO construction safety magazine
- CSAO 5-minute safety talks
- Occupational health & safety act
- Material safety data sheets
- Manufacture's operating manual

Employee Job-Safe Practices:

The following employee job-safe practices may not cover all aspects of your job or use of equipment, but are intended to assist you in working safely.

Personal Protective Equipment:

For your personal protection on the job, do not wear:

- Loose clothing or cuffs
- Greasy or oily clothing, gloves or boots
- Torn or ragged clothing

Shirts and long pants shall be worn at all times.

Eye Protection:

Appropriate eye protection is required for employees using power tools, drilling, chipping, grinding, cutting or other actions where eye hazards exist.

A full-face shield must be worn when cutting metal with quick-cut saws, table saws, skill saws, grinders, chop saws, reciprocating saws.

Foot Protection:

At all times on the job, employees must wear CSA certified Grade 1 footwear or CSA certified footwear with heavy-duty toe and sole protection.

Employees purchasing new footwear should obtain CSA certified Grade 1 footwear. Such footwear bears a green triangular patch stamped with the registered trademark of the Canadian Standards Association on the outside and a rectangular green label on the inside.

Footwear should be laced and tied at all times. Replace badly worn or deteriorated footwear.

Head Protection:

Employees must obtain and wear, at all times on the job, a CSA certified Class B safety hat. Damaged or cracked hats should be replaced immediately.

Hearing Protection:

It is recommended that employees use hearing protection when in conditions of continuous exposure to excessive noise. The rule-of-thumb is that if you have to shout to be heard, the noise is excessive.

Hearing protection is available in three general types:

- Earmuffs (when properly fitted and worn, these generally provide more protection than earplugs)
- Disposable earplugs (made of pliable material, one size fits all, but can be worn only once)
- Permanent plugs (must be fitted to provide a good seal, but can be washed and re-used)

In addition to the above personal protective equipment, other equipment maybe required to protect employees from hazards to which they are exposed.

Fall Protection

As of August 1, 2013, all employees who may be exposed to a fall hazard must have proof of training.

A fall arrest system is required whenever an employee is exposed to a fall hazard of three meters or more. A full body harness with shock absorber and lanyard is the only acceptable form of fall arrest system. A fall hazard is present if an employee is working from a suspended platform, suspended scaffold, entering a confined space or working on an elevating work platform (man lift), or if an employee must remain on a rolling scaffold over 2.4 meters in height while it is being moved.

Full body harnesses, shock absorbers and lanyards must be CSA certified. Safety harnesses must be snug fitting and worn with all hardware and straps intact and properly fastened. Lanyards must be 16 millimetres (5/8") diameter nylon or equivalent.

The D-ring on the full body harness should be in the center of the back. The lanyard should be secured to a rigid support or lifeline, preferably higher than the waist level, and be kept as short as possible (no more than 1.8 meters – 6 feet) to reduce fall distance. A shock absorber must be used in line with the lanyard.

All lifelines must be:

- 16 millimeters (5/8") diameter polypropylene or equivalent
- Used by only one worker at a time
- Free from any danger of chafing
- Free from cuts, abrasions and other defects
- Long enough to reach the ground or knotted at the end to prevent the rope-grab/lanyard from running off the lifeline

An employee must wear a fall arrest system tied off to either a fixed support or a lifeline whenever the employee is:

- 3 metres (10 feet) or more above the floor, or
- Above operating machinery, or
- Above water or another liquid
- Above hazardous substances

Ladders

- Ladders should be set up on a firm level surface. If the base is to rest on a soft non-compacted or rough soil, a mud sill should be used.
- Straight ladders should be tied off or otherwise secured to prevent movement.
- When a task must be done while standing on an extension ladder, the length of the ladder should be such that the employee stands on a rung no higher than the second from the top.
- When climbing up or down, employees should always face the ladder.
- Ladders should not be erected on boxes, carts, tables, scaffold platforms, man lift platforms, man lift platforms or on vehicles.
- Depending upon length, straight ladders should be set up at an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one-third vertical distance between these points.
- Metal ladders or ladders with wire reinforcing, must not be used near energized conductors.
- Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-slip bases or otherwise defective must not be used and should be tagged and removed from the site.
- Ladders should not be used horizontally as substitutes for scaffold planks, runaway or any other service for which they have not been designed.
- Employees on a ladder should not straddle the space between the ladder and another object.
- Three points of contact should always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands).

Scaffolds:

- The erection, alteration and dismantling of scaffolds must be carried out under the supervision of a competent worker.
- Scaffolds must be erected with all braces, pins, screw jacks, base plates, and other fittings installed as required by the manufacturer.
- Scaffolds must be equipped with guardrails consisting of a top rail, mid rail and toe board.
- Scaffold platforms must be at least 460 millimetres (18 inches) wide and if they are over 2.4 metres (8 feet) high, they must be planked across their full width.
- Scaffolds must be tied into a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.
- When scaffolds cannot be tied into a building, guy lines adequately secured should be used to provide stability.
- Scaffold planks must be securely fastened to prevent them from sliding.
- Scaffold planks must be of good quality, free from defects such as loose knots, splits or rot, rough sawn, measuring 48 millimetres by 248 millimetres (2" x 10") in cross section, and No. 1 spruce or better when new and not span an unsupported distance greater than 2.1 metres (7 feet).
- Scaffolds must be erected, used and maintained in a reasonably plumb condition.
- Scaffolds must be equipped with a proper ladder for access. Vertical ladders must be equipped with 150 millimetres (6 inches) standoff brackets and a ladder climbing fall protection device or safety cage when there is a risk of a worker falling more than 3 metres.
- Scaffolds over 15 metres (50 feet) in height and 10 metres in height if the scaffold is constructed of a tube and clamp system, must be designed by a professional engineer and constructed in accordance with the design.
- Remove ice, snow, oil, grease, and other slippery material from the platform and sand the surface.
- Wheels or castors on rolling scaffolds must be equipped with braking devices on each castor or wheel and have the brakes applied when an employee is on the scaffold.
- All scaffolds should be constructed and maintained in accordance with the manufacturer or the design on the professional engineer.

Guardrails:

Guardrails consisting of a top rail, mid-rail and tow board must be provided around work platforms on all scaffolds, floor openings, ramps and open areas, where an employee can fall from one level to another. When guardrails or opening covers are temporarily removed, employees in the area must be protected by a fall arrest system. If employees, other than those doing the work have access to the area, hazard signs must be posted. Barricades, guardrails and covers must be replaced in a proper manner immediately after work is complete.

Compressed Gases (Propane, Acetylene, Oxygen)

- Always handle compressed gasses with extreme caution.
- Only competent authorized personnel are to handle compressed gas cylinders.
- Store all compressed gas cylinders in an upright position and adequately secured. DO NOT store in stairwells or major access/egress routes.
- After using a compressed gas cylinder ensure the valve has been closed.
- Upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection notify

your supervisor immediately.

*Under no circumstances is a leaking compressed gas cylinder to be used!

- When not in use the valves on the cylinder of oxygen and acetylene must be covered with their appropriate screws on caps.
- Empty containers of compressed gases should be stored separately from full or partial containers and storage layout so planned that containers comprising of old stock can be removed with minimum handling.

Lock out and Tagout Procedure

Maintenance or repair to machinery or equipment must be done in a manner to prevent unexpected energizing, start-up or release of stored energy. To prevent serious injury the equipment must be isolated from any power or energy source and rendered inoperative before any repair or maintenance is performed.

Be absolutely certain to familiarize yourself and follow the lockout/tagout procedure at each jobsite.

Fire Protection:

Fire extinguisher must be readily accessible at adequately marked locations, properly maintained and promptly refilled after use. They must be inspected for defects or deterioration at least once a month, by competent worker who shall record the date of the inspection on a tag attached to it.

At least one fire extinguisher must be provided where flammable liquids are stored, handled or used; where temporary oil-filled or gas-filled equipment is used; where welding or open flame operations exist and on each storey of an enclosed building constructed or altered; and for each workshop with 300 or fewer square metres of floor space.

Every fire extinguisher must be a type whose contents are discharged under pressure and shall have an Underwriters Laboratories of Canada 4A40BC rating.

Housekeeping & Storage:

Materials and equipment should be maintained, stored, piled and transported in a manner that will not endanger employees.

Waste materials and debris must not be stored in areas of access and egress. Waste material and debris should not be thrown from one level to another, but be carried down, lowered in containers or deposited in a disposal chute. Waste material and debris should be removed as often as is necessary to prevent hazardous conditions arising and, in any event at least once daily.

Tools

- It is the employer's responsibility to supply and maintain shop tools and ensure other power equipment is in good repair. It is the employee's responsibility to use such tools properly and to report any defect to the supervisor.
- Only qualified persons are to use tools and equipment's.
- Experienced with quick-cut saw has shown it to be inherently hazardous. Workers using it to cut metal must wear a full-face shield and follow the procedures below:
 - Use only below waist

- o Cutting wheels must be approved for the rpm of the quick-cut saw
- o Cut to the side, never between one's legs

Material handling

- Wherever practical heavy lifts should be done with mechanical lifting devices.
- When manual handling is required, dollies, trucks and similar devices should be used.
- Employees should know their physical limitations and the approximate weight of the materials they are trying to lift. Employees should be encouraged to get help when a lifting task maybe more than they can safely handle.
- During windy or poor weather conditions use due caution.
- Remember - in lifting the back and stomach muscles are easily injured and they bear most of the strain if lifting is done incorrectly.
- Don't stand under loads.

Hazardous Materials Identification and Handling:

- All hazardous materials found in the workplace will be identified in accordance with the Workplace Hazardous Materials Information System (WHMIS) requirements of the Occupational Health and Safety Act. Material data sheets will be available on the project.
- All employees who work with or in close proximity to hazardous materials, shall be sufficiently capable of recognizing and understanding the labelling on materials; understanding the material safety data sheets; and knowing how to safely use, store, handle and dispose of the materials.

First Aid

Should an accident occur, it is essential that first aid be administered immediately by a qualified first aid attendant, followed by proper medical treatment as necessary.

Basic First Aid

Prompt and correct treatment of injuries can not only reduce pain and suffering but save lives as well.

First Aid kits

Every employer is required to have at least one first aid kit maintained in accordance with the workers compensation act. The workers compensation board form 82 must be posted adjacent to the first aid kit at the first aid station. The size and contents of the kit will vary with the number of employees.

Regulations require that each workplace have a person trained in first aid.

Know where the first aid kit is located in the event of an emergency. Service vehicles should also contain a first aid kit and drivers should be familiar with its contents.

Basic first aid concentrates on three priorities – breathing, bleeding and burns – in that order.

Breathing (CPR – Cardio Pulmonary Resuscitation):

1. Scene Survey
 - a. Am I safe?
 - b. Determine responsiveness
 - c. Call EMS or assign someone to do so
 - d. Get an AED or assign someone to do so if there is one available to use
2. Open the Airway
 - a. Head tilt, chin lift
3. Check for Breathing
 - a. 5 seconds
4. Landmark and give 30 Check compressions
 - a. Push down on the victim's chest 5-6 cm in depth on the center of the sternum
 - b. Try to do 100-120 compressions per minute (30 compressions every 15-18 seconds)
 - c. Try to minimize interruptions in compressions
5. Perform 2 breaths (use a barrier if possible)
6. Continue with 30 compression to 2 breaths until
 - a. EMS arrives
 - b. The victim responds to treatment
 - c. The situation becomes unsafe

Reasons to stop CRP

- You are too exhausted to continue
- The scene becomes unsafe
- A medical doctor instructs you to stop
- EMS takes control
- Another trained rescuer takes over

Bleeding

If the casualty is bleeding from an external wound, control the bleeding immediately. Apply direct pressure to the wound with a clean, preferably lint free dressing.

Lay the casualty down in a comfortable position. Elevate the injured part if possible.

The simple formula for the control of bleeding is R-E-D: Rest, Elevate, Direct pressure.

Burns

For minor burns, flush the area with cool water to relieve pain and swelling. Cover the burn area gently with a clean, lint-free, loose dressing and get medical help.

Do not apply creams, lotions or ointments.

Do not prick blisters or pull clothing stuck to the burned area.

Power Tools

When and how should you inspect powered hand tools?

- Inspect tools for any damage prior to and after each use.
- Check body casing and vent for cracks or other damage.
- If the tool has auxiliary or double handles, check to see that they are installed securely.
- Inspect power tool cords for defects; check the power cord for cracking, fraying and other signs of wear or faults in the cord insulation.
- Check for damaged switches and ones with faulty trigger locks.
- Inspect the plugs for cracks and for missing, loose or faulty prongs.

What should you do if you find a tool defective?

- Complete a tool repair request form
- Hand the tool and the request form into the office together
- Office will call a repair center and send the tool way for repair.

What should you do before using powered hand tools?

- Ensure that you have been properly trained to use the tool safely. Operate the tool according to the manufacturer's instructions.
- Ensure that the power tool has the correct guard, shield or other attachment that the manufacturer recommends.
- Prevent shocks. Ensure that tools are:
 - Properly grounded using a three-prong plug
 - Double insulated (and labelled as such)
 - Protected by a ground fault circuit interrupter (GFCI)
 - Powered by a low-voltage isolation transformer; this will protect user from an electric shock
- Replace open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit.
- Have a qualified electrician.