

# 二零一三年環保報告

## Environmental Report 2013



**學生資助辦事處**

**Student Financial Assistance Agency**



# 目錄

## CONTENTS

引言	2
Introduction	
二零一三年的環保措施	3
Environmental Measures 2013	
二零一三年的工作成效	7
Achievements in 2013	
二零一四年的環保目標	10
Environmental Objectives for 2014	
意見	12
Comments	



# 引言

## INTRODUCTION

學生資助辦事處致力於使用符合環保的方式以改善工作環境及提供公共服務。

The Student Financial Assistance Agency (SFAA) is committed to improving its working environment and providing public services in an environmentally responsible manner.

我們的理想是協助所有符合資格及需要經濟援助的學生達到心目中的教育水平，以及獎賞和鼓勵學業成績優異的學生。在 2013/14 學年，我們就各項計劃共收到約 920 000 份申請。

Our vision is to assist qualified students in need of financial assistance to achieve the education level they aspire to, and to reward and encourage students who have excelled in their studies. In the 2013/14 academic year, we have received around 920 000 applications under various financial assistance schemes.

儘管本辦事處需要處理大量申請，我們仍然積極推行各種環保措施以減少廢物、節約能源、提倡「循環再用」資源，以及提高員工的環保意識。

Despite the large number of applications processed by SFAA, we act consciously in the implementation of green measures for minimising waste, conserving energy, promoting recycling of resources and arousing staff awareness in environmental conservation.

本報告概述學生資助辦事處於 2013 年所採取的環保措施及成效，以及期望於 2014 年達到的目標。

This report aims to cover the green measures adopted by SFAA, our achievements in 2013 and the objectives that we set for 2014.



## 二〇一三年的環保措施

### ENVIRONMENTAL MEASURES 2013

由於本處的日常運作主要是在辦公室內進行，我們主要的環保措施包括：1) 節約用紙；2) 節約能源；3) 資源回收及循環再用；及 4) 減少污染及營造一個綠化的工作環境。我們亦會不時提醒員工善用資源，減少製造廢物。

我們致力推行下列的環保措施，以改善我們的環境：

#### **1) 節約用紙**

- 定期再次傳閱有關節約用紙的通告，以提倡員工盡量減少用紙；
- 減少影印和避免印製過量複本；
- 使用雙面影印或列印；
- 增加使用電郵通訊，以代替便箋；
- 將電郵通訊推及至更多員工；
- 將分享使用的資料放在部門電子報告板上，以取代複製影印本給使用者；
- 利用已使用的紙張空白的一面作接收傳真、草擬及影印等用途；

Since this Agency operates under an office type environment, the major environmental measures are confined to 1) Economisation of Paper Consumption; 2) Energy Saving; 3) Reuse and Recycling of Resources; and 4) Minimisation of Pollution and Establishment of a Green Workplace. Staff members are regularly reminded to economise the use of resources and reduce waste production.

We are committed to improving our environment by adopting the following measures:

#### **1) *Economisation of Paper Consumption***

- Promoting the message of economisation of paper consumption by regular re-issue of circulars to all SFAA staff;
- Minimising photocopies and avoiding producing excessive copies;
- Practising double-sided photocopying or printing;
- Maximising the use of electronic mails instead of memos in hardcopies;
- Extending the use of emails to more staff;
- Posting share-use materials on the Agency's internal bulletin board instead of making hardcopies to individual users;
- Using the blank side of used paper for receiving fax, drafting or photocopying;



## 二〇一三年的環保措施

### ENVIRONMENTAL MEASURES 2013

- 循環使用舊信封及檔案封套；
- 傳真文件時，避免使用傳真蓋頁；
- 將電子處理假期申請系統的使用推廣至更多合約員工；
- 發送電子節日賀卡；
- 使用部門電子電話簿，代替印刷本。
- Reusing envelopes and loose minute jackets;
- Avoiding the use of fax cover sheets;
- Extending the e-leave system to more contract staff;
- Sending electronic seasonal greeting cards;
- Replacing the Agency's internal hardcopy telephone list with an electronic list.

#### 2) 節約能源

- 關掉無人使用的電燈或電器；
- 張貼有關“節約能源”的告示及標籤於當眼處以提醒員工；
- 使用更具能源效益的照明燈及電器；
- 使用百葉簾以調節射進室內的陽光強度，以配合不同季節的需要；
- 如發現“冷點”，立即要求保養維修人員檢查及調節有關設備；
- 經常保持空調房間的門關閉；
- 鼓勵員工在可行的情況下，應盡量使用樓梯代替升降機上落樓層；
- 2) Energy Saving
- Switching off lights or electronic appliances when not in use;
- Affixing 'saving energy' notices and stickers on prominent places to remind staff;
- Using “energy-efficient” lighting and appliances;
- Using venetian blinds to adjust the penetration of sunlight to suit different seasons;
- Requesting maintenance staff to check and adjust the air-conditioning system if “cold spots” are located;
- Always keeping the doors of air-conditioned rooms closed;
- Encouraging staff to use staircases instead of lifts, if possible;





## 二〇一三年的環保措施

### ENVIRONMENTAL MEASURES 2013

- 除需要長時間加班工作，否則辦公時間以外一律停止空調及照明系統；
  - 於飲水機及影印機安裝時間掣並設定於非辦公時間內關掉電源以節省能源；
  - 為辦公室設備設定在辦公時間內暫停使用時進入「睡眠模式」；
  - 購買並使用貼有能源效益標籤的電器用品。
- Except for zones having prolonged overtime work, provision of air-conditioning and lighting will stop after office hours;
  - Providing water dispensers and photocopiers with timers to switch power off during non-office hours for energy saving;
  - Setting 'sleep mode' in office equipment when not in use during office hours;
  - Procuring and using electric appliances affixed with the Energy Efficiency Labels.

### 3) 資源回收及循環再用

- 回收可供循環再造的紙張；
- 回收已用完的打印機或傳真機碳粉盒；
- 於採購物料及辦公室文具時，會盡量選購符合環保的產品，如再造紙等；
- 設置環保回收箱收集可再用的信封及紙張；
- 循環使用節日裝飾品。

### 3) Reuse and Recycle of Resources

- Collecting waste paper for recycling;
- Collecting used toner cartridges of printers and fax machines for recycling;
- Choosing green products in procuring stores and office stationery such as recycled paper, etc. as far as practicable;
- Putting up green boxes to collect reusable envelopes and papers;
- Reusing decorative accessories for festival decorations.



## 二〇一三年的環保措施

### ENVIRONMENTAL MEASURES 2013

#### 4) 減少污染及營造一個綠化的工作環境

- 支持『清新空氣約章』，如車輛在一段時間內無需運作時，會把汽車引擎關掉，並善用天然光線；
- 執行無煙工作間及保持環境清潔；
- 栽種更多盆栽，美化工作環境；
- 安排部門車輛一次過接載工作地點相近的外勤員工；
- 鼓勵外勤員工使用公共交通工具；
- 部門車輛使用無鉛汽油；
- 加強同事環保意識，鼓勵他們參與環保活動及培訓。

#### 4) Minimisation of Pollution and Establishment of a Green Workplace

- Supporting the “Clean Air Charter”, such as switching off the engine of vehicles when they are left idle for a considerably long time, and maximising the use of daylight;
- Maintaining a smoke-free and clean workplace;
- Increasing the number of potted plants to beautify our working environment;
- Scheduling the same departmental car trip for users whose destinations are close to one another;
- Encouraging officers to use public transport when performing outside duties;
- Using unleaded petrol for the departmental car;
- Promoting staff awareness and participation in activities and training on green management.



## 二〇一三年的工作成效 ACHIEVEMENTS IN 2013

本處於 2013 年推行的環保措施，取得以下成效：

With the implementation of our green measures, we have made the following achievements in 2013:

### 1) 節約用紙

- 員工已習慣透過電郵或部門電子告示板查閱通告及電話簿等，省卻複製影印本的紙張；
- 員工利用已使用的紙張空白的一面作接收傳真、草擬及影印等用途；
- 員工於進行列印及覆印時已習慣使用環保紙張取代一般白紙；
- 將部門出版的刊物上載於本處網頁，減少了刊物的印行數量；
- 2013 年的電郵使用者數量比 2012 年增加了 9.6%，所有員工均可透過使用電子工具作內部相互之溝通；
- 現時所有核心非公務員合約員工已可透過電子處理假期申請系統處理假期申請事宜；
- 購入可雙面列印的打印機以取代只有單面列印/手動雙面功能的型號，現時本處所有打印機均備有雙面列印功能。

### 1) Economisation of Paper Consumption

- Staff are used to check circulars and the internal telephone list through email or internal bulletin board and hence reducing the need for photocopies;
- Staff are using the blank side of used paper for receiving fax, drafting or photocopying;
- Staff are used to use recycle paper, instead of virgin paper, for printing and photocopying;
- Departmental publications were uploaded onto the homepage of SFAA and the number of printed copies was reduced;
- The number of Lotus Notes and Accessibility Program mail users in 2013 has increased by 9.6% over that of 2012. all staff are provided with mail accounts for internal communication by electronic means;
- All core contract staff can use the e-leave system in applying and processing their leave application;
- Desktop printers which do not have duplex printing function were replaced. All printers in this Agency are now equipped with duplex printing function.





## 二〇一三年的工作成效 ACHIEVEMENTS IN 2013

### **2) 節約能源**

- 長期保持空調室溫至攝氏 25.5 度；
- 員工對於報告“冷點”的意識提高，於需要時會要求保養維修人員協助調節冷氣設備；
- 員工於離開辦公室前已關掉所有電器及電燈；
- 於更換光管時安排以 T5 光管取代 T8 光管以節省能源。

### **3) 資源回收及循環再用**

- 於 2013 年回收可供循環再造的紙張重量為 48 075 公斤，較 2012 年增加約 11%；
- 於 2013 年使用可回收打印機或傳真機碳粉盒的數量為 1311 個；較 2012 年增加約 2%；
- 於 2013 年的用紙量較 2012 年減少了 2%；
- 循環使用所有節日裝飾品。

### **2) Energy Saving**

- Maintain air-conditioned room temperature at 25.5°C during the year;
- Staff are aware of the procedure of reporting “cold spots”. Assistance from the maintenance staff will be sought to adjust the air-conditioning system when necessary;
- Staff have switched off all electrical equipment and lightings before leaving the office;
- T5 fluorescent tubes are used for the replacement of the existing T8 types to economise power consumption.

### **3) Reuse and Recycle of Resources**

- 48 075 Kg of waste paper was collected for recycling in 2013, representing an increase of 11% against 2012;
- 1311 pcs of toner cartridges for laser printers and fax machines was consumed in 2013, representing an increase of 2% against 2012;
- The paper consumption in 2013 has decreased by 2% over that of 2012;
- All decorative accessories for festival decorations were reused.



## 二〇一三年的工作成效 ACHIEVEMENTS IN 2013

#### 4) 減少污染及營造一個綠化的工作環境

- 於 2013 年，本處共栽種了 42 個盆栽及植物以美化工作環境；
- 有 24 位員工參與 2013 年的「公益綠『識』日」，以響應實踐綠色生活；
- 外勤員工需要外出工作時，已盡量使用公共交通工具代替部門車輛。

#### 4) Minimisation of Pollution and Establishment of a Green Workplace

- 42 potted plants has been placed at offices in 2013 for beautifying our working environment;
- 24 staff have participated in the “Community Chest Green Day” in 2013 to support ‘Act Green & Live Green’;
- Staff have used public transport instead of the departmental car when performing outside duties.



## 二〇一四年的環保目標

### ENVIRONMENTAL OBJECTIVES FOR 2014

學生資助辦事處仍會繼續堅守環保責任，並加強灌輸環保意識給員工。為了持續進步，我們的 2014 年環保目標包括：

This Agency will continue to shoulder its environmental responsibility and strengthen the environmental awareness of our staff. To strive for continuous enhancements, our environmental objectives for 2014 include:

#### 1) 節約用紙

- 繼續研究使用電子申請表格；
- 於辦公室內只供應有再造成分的紙張；
- 為營造環保工作環境及達致更快捷的傳達訊息方式，將部門培訓教材、人事調動通告、內部通告等上載到本處內聯網以充分利用內聯網方便更新及瀏覽，減少存取印刷本。

#### 1) Economisation of Paper Consumption

- Continue to explore the use of electronic application forms;
- Only recycled papers will be provided in this Agency;
- Make optimum use of the Department's Intranet to enable more environmental friendly and speedy internal information transmission. Induction folders, training materials, staff posting notice, internal circular, etc were uploaded onto the Intranet to facilitate updating and retrieval online and dispense with the keeping of personal printed copies.

#### 2) 節約能源

- 繼續安排以 T5 光管取代現時使用中的 T8 光管，並於所有新設辦公室全面安裝 T5 光管，以節省能源；
- 繼續節約用電，確切執行節約能源的措施；
- 為所有影印機及飲水機安裝時間掣。

#### 2) Energy Saving

- Continue to arrange for the replacement of all T8 fluorescent tubes by T5 types, and install T5 fluorescent tubes at new offices to converse more energy;
- Continue to economise electricity consumption by close adherence to the energy saving measures;
- Install timers on all photocopies and water dispensers.



## 二〇一四年的環保目標

### ENVIRONMENTAL OBJECTIVES FOR 2014

#### **3) 資源回收及循環再用**

- 減少製造廢物及預期整體廢物回收增加 10%；
- 制定檔案存廢時間表，並按時向政府檔案處申請批准銷毀檔案；
- 定期檢視可申請銷毀的檔案清單，並安排銷毀過時行政檔案。

#### **4) 減少污染及營造一個綠化的工作環境**

- 鼓勵員工於會議時減少使用樽裝飲品；
- 於辦公室內添置盆栽以增加綠色空間；
- 於採購各類物品時考慮是否符合能源效益及可循環使用等環保元素；
- 繼續鼓勵員工參與環保工作及活動；
- 繼續研究切合工作情況的適當措施，以達至『清新空氣約章』的要求。

#### **3) Recycle and Reuse of Resources**

- Minimise waste production and increase the overall collection of wastes for recycling by 10%;
- Establish disposal schedules for Programmes Records in all Sections and seek GRS's approval on the disposal schedules on a periodic basis;
- Review of the files lists for the disposal schedules for programmes records and coordinate the disposal of time-expired administrative and programmes records.

#### **4) Minimisation of Pollution and Establishment of a Green Workplace**

- Encourage our staff to reduce the consumption of bottled beverages at meetings;
- Enhance green workplace by placing potted plants in office area;
- To adopt green procurement when purchasing relevant products. We will consider environmental factors and incorporate green specifications, such as energy efficiency and recyclability when purchasing relevant products;
- Continue to encourage our staff to participate in environmental protection practices and activities;
- Continue to explore appropriate measures specific to the nature of our operation to fulfil the commitments of the "Clean Air Charter".



# 意見 COMMENTS

如有任何意見，請用以下方法與本辦事處聯絡：

郵寄： 九龍長沙灣道 303 號  
長沙灣政府合署 12 樓  
行政組

傳真： 2519 3857

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Should you have any comments, please feel free to contact this Agency by the following means:

By Post : Administration Section  
12/F, Cheung Sha Wan  
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