

## Social Welfare Department

### Environmental Report 2011

#### Introduction

This report sets out the green measures taken by the department in 2011.

#### Policy and Objectives

2. As a government department and a member of the community, we are committed to supporting Government's policies on environmental protection and sustainable development. To this end, our objectives are to promote a green culture among staff of the department and our working partners and to do our best in adopting green management and practices in our workplace.

#### Green Measures Adopted in 2011

3. During the year, the department has made continuous efforts in cultivating and fostering a personal responsibility among the staff for the care of the environment. Since most of our operation units are office-based, we have endeavored to adopt good office practices aiming at reducing the use of, reusing and recycling valuable resources.

4. The department has conducted an annual survey on green housekeeping measures so as to ascertain the extent of compliance with green measures with special emphasis on 'Reduce, Reuse and Recycle' of paper, energy and other valuable resources.

5. The following tables summarize the survey findings for the year -

<b>I. Reduce</b>	
Control of paper consumption	Since paper is our major consumption of resources, continuous efforts have been made to reduce consumption of photocopying paper through wider use of electronic communication. The department has reduced paper consumption to 70,004 reams in 2011. 95% of the consumption is on recycled papers.
Use of electronic platform	All offices have been equipped with the Internet e-mail facility. It has become a standard practice to circulate reference documents by email instead of issuing hardcopies.

	<p>Our offices have been reminded to reduce printed publications and they are encouraged to upload publications onto the internet website of the department for public access.</p> <p>Documents for internal circulation have been uploaded onto the departmental intranet portal for viewing by staff. Staff are advised to collect and submit returns by electronic format through intranet portal.</p> <p>Our offices have adopted the practice of using soft copies for drafting documents.</p>
Double-sided printing	<p>Our offices have switched to printing on both sides of paper. Newly procured photocopiers are equipped with the double-sided printing feature.</p>
Phase out thermal fax	<p>Thermal fax machines have been phased out to reduce the need to make a second copy of fax for filing. All offices are provided with plain paper fax machines for faxing documents.</p>
Minimize the use of envelope	<p>Our offices have stopped using envelopes for unclassified documents.</p>
Reduce consumables	<p>Staff are encouraged to use their own cups instead of disposable paper cups. Refillable ball pens and clutch pencils are widely used in our offices to minimize waste.</p> <p>The department has encouraged staff to use electronic greeting cards instead of sending out paper cards during festive seasons.</p>
Electricity conservation	<p>Guidelines on how to save electricity through economic use of lighting, air-conditioning, photocopiers and computer equipment have been issued to all offices.</p> <p>Our offices have set the room temperature at 25.5°C in order to reduce energy consumption. It is our practice to carry out routine checks to ensure computers and office equipment have been switched off after office hours.</p> <p>Electricity consumption level is being closely monitored at all times.</p>

Time Taps	Time taps have been installed in some of our offices in order to reduce water usage.
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## **II. Reuse and Recycle**

Reuse envelopes and file jackets	It is a standard practice in our offices to reuse envelopes and file jackets that are in good condition.
Use of Recycled Papers	Recycled papers are used in most of our offices.
Use single-sided paper for drafts	Single-sided papers are used for drafts and printing internal documents.
Set up green trays in photocopiers and LAN printers	Green trays are set up in photocopiers and LAN printers to facilitate printing with papers used on one side.
Recycle waste paper	Waste papers are collected for recycling as a regular practice.
Recycle toners	It is a standard practice to return used toners of laser printers to suppliers for recycling.
Setting up of recycle bins	Recycle bins are provided in offices for collecting waste papers, cans, bottles and unwanted CDs.

## **III. Other green initiatives**

Continuous monitoring	Periodic surveys are carried out to gauge the extent of adoption of green measures by individual offices and to monitor their improvement over time.
Use of slogans	Slogans are used in electronic communication to promote conservation of the environment and to achieve reduction in the use of paper.
Departmental guidelines	Guidelines on green office practices are in place for reference by all offices.
Green procurement	It is a mandatory requirement for our cleansing contractors to use biodegradable garbage bags. The use of correction fluid and batteries with mercury which may cause hazards to environment are discouraged in our offices.

## **IV. Promotion of green message/practice to Non-governmental Organizations (NGOs)**

Use of homepage	Circulars and documents relevant to NGOs are promulgated using the department's homepage.
Electronic communication	The department has promoted the use of electronic

	communication with NGOs.
Regular returns and submissions	NGOs have formed the practice of filing returns in electronic format.

### Comments

6. We welcome comments or suggestions. These can be sent to [admenq@swd.gov.hk](mailto:admenq@swd.gov.hk)

**Social Welfare Department**

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