



GREEN MANAGEMENT

Vision, Mission and Values

Commissioner's Foreword

Operations and
Institutional Management

Rehabilitation

Human Resource
Management

Quality Assurance

Administration and Planning

Green Management

Correctional
Services Industries

Appendices



Environmental Goal

Our policy objective is to provide a safe and humane environment for the custody of prisoners and to facilitate their re-integration into the community upon their release. Within the framework of this policy objective, we are committed to be an environmentally responsible department which strides for continuous improvement in its environmental performance through green management and operational measures.



Greenhouse in institution.

Environmental Policy

In pursuance of our commitment to environmental protection, we adopt the following principles:

- i. To fully comply with environmental legislation and regulations in the design and construction of new penal institutions and to reduce their environmental impact to a minimum.
- ii. To meet, and where possible to exceed, the statutory environmental requirements in the operations of all penal institutions. In some institutions where old buildings and outdated facilities no longer meet with environmental standards, to redevelop or to upgrade their facilities accordingly.
- iii. To adopt green management principles in all activities and operations such as:
 - Conservation of energy and natural resources;
 - Waste reduction;
 - Reduction of paper consumption;
 - Recycling; and
 - Procurement and usage of environmental friendly products and raw materials.
- iv. To increase the environmental awareness of staff and see to it green measures are put into practice.
- v. To take stock of, set targets for, assess and report on the environmental performance of the Department.

Environmental Management

i. **Green Manager's Committee**

In 1999, we set up a Green Manager's Committee, chaired by the Civil Secretary and comprised

representatives of staff at different levels, to co-ordinate the environmental efforts of the Department. The terms of reference of the Committee are:

- a. To identify green initiatives in the Department;
- b. To source, study and experiment green initiatives; to consider staff suggestions on green management; and
- c. To formulate green policies, seek endorsement from the Directorate and implement the initiatives.

The Committee disseminated information concerning service-wide green policies formulated by Environment, Transport and Works Bureau to our staff. It set out environmental targets at departmental and institutional levels for the year. It kept track of the energy and paper consumption patterns and provided a forum for experience-sharing.

ii. **Environmental Auditing**

Since 1999, we have set up Environmental Audit Team to inspect selected penal institutions with a view to identifying areas where environmental performance can be improved. In 2008, the Team conducted environmental audits for Pik Uk Prison and Phoenix House. Aspects such as waste management and disposal, material management, energy and water management, and staff awareness and participation are covered in the audit inspection. The findings and recommendations of the Environmental Audit Team will be shared at the Green Manager's Committee meeting.

Environmental Management Initiatives

i. **Energy Conservation**

- a. Reduction of energy consumption

Monitoring system

Institutions were required to submit Quarterly Returns on Electricity Consumption to the Green Manager for monitoring purpose. They had to justify any increase in consumption. The Administration Section would keep track of the departmental performance in energy saving and benchmark results against set targets. In 2008, there was a slight increase of 1% in electricity consumption over 2007. The increase was caused by installation of 152 CCTV cameras in Tai Lam Centre for Women and the large scale of renovation works carried out in the then Lai King Training Centre. The new Lai King Correctional Institution came into operation in May 2008. With the concerted efforts by all staff members, the increase was offset by energy saving in many other institutions.

Green Housekeeping Measures

Institutions set up surveillance teams and appointed green executives to conduct routine checking on office premises to ensure that these measures were effectively implemented. Non-essential flood lights were switched off. New laundry bags were put on trial in Pik Uk Prison to save drying capacity and energy consumption.

Replacement Programmes

To achieve energy savings in the long run, we had taken every opportunity to upgrade the lighting and air-conditioning installations to an energy efficient level, to replace the conventional electrical appliances by energy efficient appliances, to modify group lighting switches to individual switches, to install automatic time switches for perimeter fences and occupancy sensor control in staff changing rooms and to improve the building structure during refurbishment programmes. In 2008, eight institutions had been completed the replacement of T5 fluorescent tubes. In Chi Ma Wan Correctional Institution, we replaced the old refrigerator in

kitchen by an energy saving model.

Use of Solar Energy

Institutions adopted energy efficient features and renewable energy technologies in daily operation. In Hei Ling Chau Addiction Treatment Centre, lamp lights using solar cell was erected along the vehicular road. In Pik Uk Prison, a solar panel was installed at the roof top of the Carpentry Complex to provide power supply for the Complex Block. In Pak Sha Wan Correctional Institution and Tung Tau Correctional Institution, solar panels were installed to provide power supply for the hot water system.



Green-roof project contributes to energy conservation and environmental protection.

b. Reduction of transport requirements

To reduce transport requirements, Escort and Support Group adopted a grouping arrangement in discharging escort duties to reduce the number of journeys required. Institutions also set a schedule on the use of transport facilities as a means to reduce fuel consumption.

c. One-hour-long Lights Out on the Summer Solstice

On June 21, 2008, Stanley Prison and Lai Chi Kok Staff Club participated in the One-hour-long Lights Out on the Summer Solstice organised by the Friends of the Earth with a view to promoting energy conservation by reducing electricity generation.

d. The Hong Kong Efficiency Registration Scheme for Buildings

Ma Po Ping Prison and Tong Fuk Centre was granted a Certificate of Registration in the 'HK Energy Efficiency Registration Scheme' launched by Electrical and Mechanical Services Department for its achievements in good energy performance and application of the Building Energy Codes in lighting, air conditioning, electrical, lift and escalator services.

ii. **Water Conservation**

The surveillance teams in institutions conducted routine inspections on water taps and shower heads so as to rectify water leakage problems at an early stage. New washing machines with increased productivity and water saving features were installed. Automatic switch-off device was added on water taps. Water flow was adjusted. Buckets instead of water hoses were used for washing floors. Rain water and water used for washing vegetables was saved for watering plants. In Tai Lam Correctional Institution, a waste water recycling system was set up in the Kerbstone Workshops. Water collected from the sedimentation tanks was used for floor cleaning purpose. Save water stickers were posted near the water taps. Staff and inmates were constantly reminded of the need to save water through education and motivation.

iii. **Waste Management**

a. *Reduction of paper consumption*

We were committed to reducing paper consumption. Green executives of institutions promoted green practices in the offices and monitored performance on paper consumption on an on-going basis. Used paper, magazines and newspapers were collected for recycling.

Information technology was used extensively to achieve effective communication and reduction in paper consumption. The departmental web-based Intranet served as the departmental information portal for a wide variety of useful documents. This significantly reduced the need for hard copy circulation. The e-Leave system, the issuance of e-Pay slips and server fax services also helped reduce paper consumption.

In 2008, there was an increase of 2 % in paper consumption as compared with 2007. Lai

King Correctional Institution was opened in May 2008. Paper consumption increased resulting from the increase in administrative activities such as printing of new operational records, guidelines and instructions, arising from the set up of a new institution. In 2008, two new workshops were operated in Ma Po Ping and Tong Fuk Centre. New training courses were introduced to prisoners in Tung Tau Correctional Institution. These activities gave rise to an increase demand for paper. Phoenix House was appointed to assist in the organisation of events in the 10th Anniversary of the Rehabilitation Division. The liaison work had generated much demand for paper in the year. With the concerted efforts of the staff members, the new demand was offset by paper savings in many penal institutions.

b. *Reuse and recycling of solid waste*

Scrap materials from various workshops of garment-making, bookbinding and carpentry were reused. Aluminum and paper off cuts generated from the sign-making and envelope-making workshops were saved and sold to contractors for recycling. Rags of linen were used for cleaning, cloth pieces for making environmental bags, adhesive films for sealing of cardboard boxes and scrap wood for carpentry training. Condemned furniture was reused for making souvenirs for sale at Autumn Fair. The Correctional Services Industries also collected used cardboard boxes from the Post Office for reuse as the outer containers of smaller boxes containing the envelopes.

Recycle bins for collection of aluminum cans, plastic bottles, paper waste and used computer discs were set up in Headquarters and many institutions to foster staff awareness of green practice.

c. *Composting of food waste*

Institutions had implemented the programme of "Backyard Composting" by transforming the food waste into a soil-like substance through micro-organisms. The products were used as plant fertiliser and for sale at the Autumn Fair.

d. *Handling of chemical waste and clinical waste*

A total of 11 penal institutions had been registered as the Chemical Waste Producer under the Waste Disposal (Chemical Waste) (General) Regulation of the Waste Disposal Ordinance. Chemical wastes were collected by registered contractors.

Clinical wastes generated by institutional hospitals were disposed of in accordance with the Draft Code of Practice for the Management of Clinical Waste for Small Clinical Waste Producers issued by Environmental Protection Department.

iv. *Preservation of the Natural Environment*

Green houses for nursery of various species of plants had been set up in many institutions. Penal institutions beautified the environment by planting trees and flowers in their premises. Hobby class in gardening was organised for the inmates.

v. *Procurement and Use of Environmental Friendly Products and Raw Materials*

We had signed an agreement with an electricity company to produce concrete cable covers using furnace bottom ash (FBA). FBA was one of the by-products left in furnaces of coal-fired power stations. It had been labeled as waste until 1950s when researches found that it could be used for production of lightweight aggregate concrete blocks. In Tai Lam Correctional Institution (TLCI), production of FBA cable covers took place at a precast concrete plant where FBA substituted sand and silt in mixing with cement to produce concrete cable covers. These covers were easier to be carried and processed as they were lighter in weight when compared to traditional concrete covers. TLCI also set up a production line using recycled aggregates to make paving blocks.

In other institutions, recycled paper was used for production of name cards and envelopes for the Government.

Institutions had been reminded to include environmental-friendly elements in tender specification and evaluation process of procurement as far as possible. Bio-degradable detergents and silk screen paint with non volatile organic compound were purchased. Our supplies store had ensured that the consumable items were procured from the Green Products List of Government Logistics Department. Trial scheme of using reusable batteries had been implemented in Ma Hang Prison and Lai Chi Kok Correctional Institution in 2008.

vi. **Pollution Prevention**

a. **Water pollution**

We implemented a series of projects to upgrade and improve the sewage treatment facilities in various penal institutions to ensure compliance with statutory requirements. Samples of waste water were tested on a regular basis to monitor the quality of the effluents. Discharge of chemical wastes and contaminated water into the sewer was prohibited.

b. **Air pollution**

In line with Government's smoke-free workplace policy, smoking had been prohibited in both office and non-office environments except in designated smoking areas since 1996. Anti-smoking Committee was set up in some institutions to educate staff and prisoners on the hazards of smoking. To improve the air quality, the burning of grass and construction wastes in open areas of institutions was prohibited. Drivers were asked to turn off engine while waiting. At kerbstone workshop and concrete plant in Tai Lam Correctional Institution, water was sprayed on the sand piles and concrete mixing machines to suppress the suspended dust particles.

c. **Noise pollution**

Institutions were alert to the need for controlling the noise level. The volume of television in the dayrooms was kept at an appropriate level. The use of loud hailer in workshops was reduced. Ear-phones were provided to the staff and prisoners in the carpentry workshops. Machines generating noise were governed by guidelines on Occupational Safety and Health.

Staff Awareness Training

i. **Training of staff on environmental protection**

To foster the environmental awareness of staff, environmental protection topics were covered in the in-service training sessions for disciplined staff on a regular basis. Fourteen Green Representatives from Penal Institutions attended the Second Hong Kong Energy Efficiency Awards—Experience Sharing Workshops organised by the Hong Kong Productivity Council in April and May 2008. Ten Green Representatives from penal institutions attended the Briefing on the New Annual Energy Consumption Reporting Mechanism organised by Electrical and Mechanical Services Department in August 2008. Three participants have also attended the Briefing Sessions on "Hong Kong Fuel Economy Run for Private Cars" cum Workshops on Transport Energy Efficiency organised by Electrical and Mechanical Services Department in October 2008. Twelve Green Representatives participated the "Seminar on Electrical and Mechanical Services Trading Fund's Energy Saving Solution" organised by Electrical and Mechanical Services Department in October and November 2008. Posters on energy conservation and "Ten Tips for Good Housekeeping" were posted on notice boards. Green corners were set up in the institutions to promote green consciousness.

ii. **Participation in the Hong Kong Flower Show**

To promote the staff's interest and awareness of conservation of the natural environment, we took part in the Hong Kong Flower Show organised by Leisure and Cultural Services Department. In the 2008 Flower Show, a total of 20 prizes were won by our staff.

The Way Forward

The Department will keep up our efforts in promoting environmental protection and explore new initiatives to achieve our environmental goal.



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