

Green Management



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.



The Hei Ling Chau Region was awarded during the year the Silver Award of the Public and NGOs Sector of the 2008 Hong Kong Awards for Environmental Excellence.

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 In some institutions where old buildings and outdated facilities no longer meet with environmental standards, to redevelop or to upgrade their facilities accordingly.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 the Environment 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 2009, the Team conducted environmental audits for Tung Tau Correctional Institution and Staff Training Institute. 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.

iii. *Daily Inspection*

Institutions set up surveillance teams and appointed green executives to conduct routine checking on office premises to ensure that the green housekeeping measures were effectively implemented.

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 2009, there was a slight increase of 1% in total electricity consumption over 2008. The increase was caused by the increase in muster in Hei Ling Chau Addiction Treatment Centre, full year effect of electricity consumption of Lai King Correctional Institution, large-scale renovation works carried out in the then Tai Tam Gap Correctional Institution and operation of the new Lai Chi Rehabilitation Centre since May 2009. With the concerted efforts by all staff members, the increase was largely offset by energy saving in many other institutions and kept to the minimum.

Green housekeeping measures

In our institutions and offices, room temperature was set at 25.5°C. Unnecessary lightings, air-conditioning units and electrical equipment were switched off when not in use. Electrical appliances were checked and maintained regularly. Energy efficient equipment such as power-saving photocopiers and computers was used. "Energy Saving" stickers were affixed at all switches to remind staff the importance of energy conservation.

Low temperature and water consumption washing programmes were set for the washing process at the domestic laundries of the institutions for energy conservation. Where possible in summer, prisoners' clothes were dried under sunlight instead of machine-dried in some institutions.

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, replace the conventional electrical appliances by energy efficient appliances, modify group lighting switches to individual switches, install automatic time switches for perimeter fences, install ceiling lights operated by motion detection sensors in the common areas of staff quarters of Hei Ling Chau Addiction Treatment Centre and Stanley Prison, and improve existing buildings through green-roof projects.

Use of renewable 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 were erected along the vehicular road. In Pak Sha Wan Correctional Institution, Pik Uk Prison, Shek Pik Prison, Tung Tau Correctional Institution and Tong Fuk Correctional Institution, solar panels were installed to provide power supply for the hot water system.

We would apply renewable energy and 'solar/photovoltaic system' in the new Lo Wu Correctional Institution by adopting natural daylight and cross ventilation effect at dormitories, reducing artificial lighting and mechanical ventilation, using the design of 'cool plenum system' and 'wind tower' to enhance natural ventilation effect for indoor areas.

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. Lights Out Campaign

On 28 March and 21 June 2009, Cape Collinson Correctional Institution, Sha Tsui Detention Centre and Tung Tau Correctional Institution participated in the Lights Out Campaign organised by the World Wide Fund for Nature and the Friends of the Earth respectively with a view to promoting energy conservation by reducing electricity generation.

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. We would reuse the treated effluent as flushing water in the staff barrack block to reduce water consumption and to reuse selected rinses from laundry operations to achieve water saving in Lo Wu Correctional Institution. 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 and rice was saved for watering plants. Water jet guns were used to remove dirt on cement floor in order to minimise the use of chemical cleansers and water consumption. 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. Documents and information were mostly exchanged through

electronic means among staff. The e-Leave system, the issuance of e-Pay slips and server fax services also helped reduce paper consumption.

In 2009, there was an increase of about 5% in paper consumption as compared with 2008. Lai Chi Rehabilitation Centre started operation in May 2009. The new procedures involved in urine tests for inmates and the increase in muster in Hei Ling Chau Addiction Treatment Centre gave rise to an increased demand for paper for producing reports. The various rehabilitation programmes held in Lai Chi Kok Correctional Institution also generated much demand for paper for photocopying training materials. The printing of materials to inform inmates of their voting rights and relevant voting arrangements also accounted for the increase in paper consumption.

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 production processes were collected and sold to approved contractors for recycling. Rags of linen were used for domestic cleaning and scrap wooden materials for vocational training. Condemned hardwood furniture was reused for making souvenirs for sale at Autumn Fair. We also collected used carton boxes from clients such as Post Office for reuse purposes.

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

c. *Composting of food waste*

The programme of "Backyard Composting" by transforming the food waste into a soil-like substance through micro-organisms had been implemented in Tai Lam Correctional Institution, Hei Ling Chau Correctional Institution, Hei Ling Chau Addiction Treatment Centre and Staff Training Institute. The products were used as plant fertiliser.

d. *Handling of chemical waste and clinical waste*

Industrial and Vocational Training Workshops of trades of fiberglass, sign-making and printing 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 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 classes in gardening including organic planting were organised for the inmates.

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

We used paper bags instead of PVC bags to pack windproof jackets for delivery. Carton boxes tailored-made for envelop products were collected from clients for re-use in the next deliveries.

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. Our supplies stores had ensured that the consumable items were procured from the Green Products List of Government Logistics Department.

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*

To comply with the Air Pollution Control (Volatile Organic Compounds) Regulation 2009, adhesive of low Volatile Organic Compounds emission was used in our furniture production lines. Electrical towing trucks/vehicles were used within institutions to reduce fuel consumption and carbon emissions.

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 muffs were provided to staff and prisoners exposed to high noise levels. 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 among staff, environmental protection topics were covered in the in-service training sessions for disciplined staff on a regular basis. In 2009, our staff attended the Information Dissemination and Experience Sharing Seminars of 2009 Hong Kong Awards for Environmental Excellence organised by the Environmental Campaign Committee under the Environmental Protection Department; Seminar on Target-based Green Performance Framework organised by the Environment Bureau; and briefing sessions on Government Energy Consumption Reporting and Monitoring (2009) organised by the Electrical and Mechanical Services Department. We also participated in the donation of second hand books to the Hong Kong Federation of Youth Groups. Posters on energy conservation were promulgated in institutions. Staff were encouraged to place plants in offices to beautify their workplaces.

ii. ***The Green Policy Contest***

To promote staff's awareness of environmental conservation, the Green Policy Contest was held under the Staff Motivation Scheme. 54 entries from 21 institutions/groups were submitted.

iii. ***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 2009, our Department and individual staff won a total of 13 prizes in the Hong Kong Flower Show for the outstanding efforts in preserving the natural environment.

iv. ***Environmental Awards***

Institutions on Hei Ling Chau won the Silver Award under the category of Public Sector and Non-government Organisations Sectoral Awards of the 2008 Hong Kong Awards for Environmental Excellence jointly organised by the Environmental Protection Department, the Environmental Campaign Committee and the Hong Kong Productivity Council, demonstrating their all-round and outstanding environmental performance.

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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