



## **Environmental Report 2001**

### **Introduction**

Welcome to the Environmental Report 2001 of the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (JSSCS). This report sets out our environmental policy and green measures taken in 2001.

### **Environmental Policy**

JSSCS is committed to ensuring that the operations of the department are conducted in a manner conducive to the promotion of a healthy and sustainable environment.

### **Green Measures Taken**

#### ***Waste minimization***

- Using blank side of used paper and old letter heads for drafting or printing
- Printing on both sides of paper
- Using recycled paper
- Using plain paper for fax machines
- Avoiding use of fax leader pages
- Circulating documents instead of providing personal copies
- Photocopying limited to the absolute minimum
- Reusing envelopes and loose minute jackets
  
- Minimizing the use of wooden pencils
- Minimizing use of products which are not environmentally friendly (e.g. batteries with mercury etc.)
- Communicating by electronic means (e.g. e-mail, fax, local area network and internet) as far as possible
- Printing of reports/publications limited to the absolute minimum and uploading publications onto the department's website
- Circulating surplus furniture and equipment for reuse, auction, donation and recycling before considering ultimate disposal

#### ***Waste Recovery for Recycling/Reuse***

- Using reusable stationery items such as refillable ballpens
- Returning used printer cartridges and unserviceable computer equipment to supplier/contractor for recycling



- Disposing waste paper, newspaper and outdated publications for recycling

### ***Energy conservation***

- Reducing lighting to minimum required for illumination
- Switching off computers and other office equipment not in frequent use
- Using electric lamps/tubes with Energy Efficiency label

### ***Promoting staff awareness***

- Appointing Green Manager to promote staff awareness
- Encouraging staff suggestion about green measures
- Displaying posters on economy in the use of resources
- Re-circulating circular on "green housekeeping" at regular intervals
- Publishing environmental commitments and achievements in departmental website

### ***Measures at Festive Seasons***

- Use of electronic media in sending greeting cards
- Re-using decorative materials

### ***A healthy workplace***

- "Smoke-free workplace" enforced
- Displaying plants in offices
- Regular cleaning of air ventilation system and carpet

### ***Future Targets***

- Review effectiveness of measures taken so far to achieve more efficient use of resources and energy
- Raise staff awareness of the importance of achieving a healthy and sustainable work environment
- Further enhance the use of electronic mode of communication
- Using PC-based faxes
- Increase in collection of waste paper, newspaper and outdated publications for recycling
- Minimizing copies of reference copies at meetings



- Not using envelopes for unclassified documents
- Regular review of actual need against monthly supply items that have expiry dates
- Urging staff to bring their own cups of tea to internal meetings
- Controlling fuel consumption
- Minimizing the hiring of transport from Government car pool
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### **Feedback and Enquiries**

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