



法律援助署二〇〇三年環保報告

Legal Aid Department Environmental Report 2003

Environmental Report 2003

二〇〇三年環保報告

法律援助署致力確保部門在一切運作事務及活動方面，均切合環保精神及注重環保原則，包括盡量減少廢物、節約能源、提倡「廢物利用」和「循環再用」資源，以及提高員工的環保意識，並鼓勵他們身體力行。本署會定期檢討及持續改善資源運用的情況，以確保符合經濟和環保效益。

由於本署的日常運作主要都在辦公室內進行，對環境造成的影響不外乎水電、文儀用具如紙張等的耗用。目前，本署正密切監察文儀用具方面的耗用量，並不斷提醒員工善用資源，減少製造廢物。

另一方面，本署部分同事亦須執行戶外工作，例如：與被扣押的法援申請人或受助人會面、送遞或提取文件、把法庭文件送交對訟一方，以及蒐集與案件有關的資料等。由於執行這些工作時須使用交通工具，本署鼓勵員工使用公共交通工具，以減少車輛廢氣所造成的空氣污染。

The Legal Aid Department is committed to ensuring its operation, business and activities are conducted in an environmentally responsible manner. The Department acts consciously in observing environmental principles in minimizing waste, conserving energy, promoting "reuse" and "recycle" of resources and promoting staff awareness and participation in conserving the environment. The Department regularly reviews and makes continuous improvements in using our resources in an efficient and green manner.

Since the Department operates under an office type environment, the major environmental impacts are mainly confined to consumption of utilities such as water and electricity and office stationery such as paper. At present, the consumption level of office stationery in the Department is closely monitored. Staff members are also regularly reminded to economize use of resources and reduce waste production.

On the other hand, some staff need to perform outdoor duties such as conducting interviews with legal aid clients in custody, delivering and collecting documents, serving court documents on opposite parties, and collecting case-related information, etc. Since transportation service is required for the discharge of such duties, the Department has encouraged the use of public transports by staff to minimize air pollution caused by exhaust emissions of vehicles.



Environmental policy

環保政策

為社會整體利益着想，本署致力推行下列環保措施，以提升本署在環保工作方面的表現：

- a) 遵從各有關環境保護條例的規定；
- b) 保持辦公室清潔、嚴禁吸煙；
- c) 提醒員工的環保意識，以便在保護環境及防止工作間及家居污染等方面得到持續改善；
- d) 透過公務員建議書計劃鼓勵員工就改善及宣傳環保的工作發表意見；
- e) 不論是對外向市民大眾和致力於推動環保的人士，或對內向本署的員工，均不斷傳達本署的環保政策，以及在落實環保措施方面的進展；
- f) 在安排採購物料及辦公室文具時，均以環保措施為考慮準則，在可行或符合經濟效益的前提下，積極選購符合環保的產品；
- g) 透過循環再造及節約使用水電和紙張等措施，確保資源得以善用。有關措施包括：紙張雙面使用，以電郵傳送文件；
- h) 採取多項措施以減少車輛廢氣造成的空氣污染，例如：鼓勵員工於執行戶外工作時，盡量使用環保的公共交通工具及減少使用政府或部門的車輛；
- i) 指定部門主任秘書為部門的環保經理，以及分別在各組別中委任環保主任，負責推行並監察環保措施；以及
- j) 管理高層參與有關現行的各項環保目標及行動計劃的定期檢討工作，並在適當時候提出新計劃，以便配合政府在環境及持續發展方面的長遠策略。

For the benefits of the community at large, the Department is committed to implementing environmental protection initiatives to improve its environmental performance by adopting the following measures :

- a) complying with relevant environmental protection ordinances;
- b) maintaining a clean office environment which is smoke free;
- c) reminding staff to be environmentally conscious for continuous improvement in protecting the environment and preventing pollution both at place of work and at home;
- d) encouraging staff to contribute suggestions on improving and promoting environmental protection through the Staff Suggestion Scheme;
- e) continuously communicating and making available Environmental Policy and work progress of the Department's performance in environmental protection both externally to the general public and all interested parties and internally to our staff;
- f) taking into consideration environmental protection measures in the procurement of stores and office stationery by actively choosing green products where practicable or economically viable;
- g) ensuring the best use of resources by recycling and economy in electricity, paper and water consumption, e.g. using both sides of paper, transmitting documents by electronic mail;
- h) adopting various measures to minimize air pollution caused by exhaust emissions of vehicles and the following are some examples: encouraging staff to utilize environmental friendly public transport and reduce use of pool transport or departmental vehicles while performing outdoor duties;
- i) designating the Departmental Secretary as the Green Manager of the Department and appointing Environmental Officer in each Section to implement and monitor environmental initiatives; and
- j) involving top management to regularly review existing environmental targets and action plans and to initiate new plans where appropriate, so as to keep in line with the government's long-term strategy on the environment and sustainable development.

Achievements in 2003

二〇〇三年的成績

二〇〇三年，本署在環保方面取得以下成績：

- a) 鼓勵員工採用下列方法減少用紙：
 - 盡量安排把通告及其他文件以內聯網和電郵方式傳閱，以取代每人一份的做法；
 - 減少提交會議的參考文件的數量；
 - 紙張雙面使用；
 - 以電郵及電話與署內的人員溝通；
 - 避免使用傳真首頁；
 - 避免使用信封以發出通知書／信件(應把地址印在已摺疊好的通知書／信件背面)；以及
 - 盡量重複使用舊信封。
- b) 把部門出版的刊物上載本署網頁，並檢討刊物的出版頁數和印行數量，以減少用紙；
- c) 在辦公室多處地方放置環保箱，並於整個部門內推行廢紙回收運動；
- d) 提醒員工如無須使用電燈或其他電子器材及電器時，便須予以關掉(須長期開著的電器除外，例如：傳真機和水機)，尤其須在下班後把洗手間的電燈關掉；
- e) 退回鐳射打印機和傳真機的炭粉匣給供應商作循環再用；
- f) 在《員工通訊》介紹各類環保措施，以及公布各組別消耗紙張及其他文具的數量；
- g) 鼓勵員工使用樓梯往返各層辦公室，減少因乘搭電梯而耗用的電量；
- h) 縮短使用空調的時間，以便減低耗電量；
- i) 總部走廊的電燈已轉為T5光管，下班後會自動關閉，藉以節省能源；以及
- j) 二〇〇三年使用鉛筆和黑色原子筆的數量分別減少了59%和46%。

In 2003, the Department has made the following achievements :

- a) Staff were encouraged to minimize paper consumption by :
 - arranging circulation of circulars and other documents by intranet and lotus notes as far as possible instead of issuing individuals with personal copies;
 - reducing copies of reference materials tabled at meetings;
 - using both sides of a paper;
 - using electronic mail and telephone for internal communication;
 - avoiding the use of fax leader pages;
 - avoiding the use of envelopes for issuing notifications/letters (instead, the addresses are printed on the back of the folded notifications/letters); and
 - reusing the envelopes as far as possible.
- b) Departmental publications were uploaded onto the Homepage and their number of pages and number of printed copies were reviewed so as to reduce paper consumption;
- c) Green boxes were placed at various locations and waste paper collection was implemented throughout the Department;
- d) Staff were reminded to switch off lights and other electrical equipment and appliances (except those which should be switched on continuously, e.g. fax machines and water cooler) when they were not needed, especially the toilet lights after office hours;
- e) Toner cartridges for laser printers and facsimile machines were returned to the suppliers for recycling;
- f) Articles on various green measures as well as each Section's consumption of paper and other stationery were published in Staff Newsletter;
- g) Staff were encouraged to use staircases for inter-floor traffic in order to reduce electricity consumption on lift services;
- h) The operating hours of the air-conditioning system were reduced to minimize the use of electricity;
- i) Lights along the corridors of Headquarters were changed to T5 fluorescent tubes, which would automatically switched off after office hours to save more energy; and
- j) The number of pencils and black ball pens used in 2003 were decreased by 59% and 46% respectively.



Environmental targets for 2004

二〇〇四年的環保目標

本署會繼續推行以上各項環保措施。

The Department will continue to sustain the above environmental protection measures.

