

法律援助署二〇〇四年環保報告

Legal Aid Department Environmental Report 2004



二〇〇四年

環保報告

法律援助署致力確保部門在日常運作和一切事務方面，均切合環保精神，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。本署會定期檢討及繼續改善資源運用的情況，以確保符合經濟和環保效益。

由於本署的日常事務主要在辦公室內運作，對環境造成的影響不外乎水電、文儀用具如紙張及信封的耗用。本署不斷提醒員工善用資源，減少製造廢物，並密切監察文儀用具的耗用量。

對於須執行戶外工作(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)的員工，本署鼓勵他們在執行有關職務時使用公共交通工具，以減少車輛廢氣所造成的空氣污染。

Environmental Report 2004

The Legal Aid Department is committed to ensuring its operation, business and activities are conducted in an environmentally responsible manner. The Department is very keen to minimize waste, conserve energy, promote "reuse" and "recycle" of resources and to enhance staff awareness and participation in protecting the environment. The Department regularly reviews and continuously improves the use of its resources in an efficient and green manner.

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

For staff members who need to perform outdoor duties such as conducting interviews with legal aid clients in custody, delivering documents, serving court documents on opposite parties, and collecting case-related information, etc., the Department has encouraged them to use public transports in order to minimize air pollution caused by exhaust emissions of vehicles when discharging such duties.



環保政策

本署透過下列措施致力推行環保工作：

- a) 遵從各項有關環境保護條例的規定；
- b) 保持辦公室清潔、嚴禁吸煙；
- c) 提醒員工注意環保，包括保護環境和防止工作間及家居污染；
- 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提出建議；
- e) 繼續把本署的環保政策，以及在落實環保措施方面的表現，告知市民大眾及有關方面，以及署內員工；
- f) 在採購物料及辦公室文具時，以環保為考慮準則，在可行或符合經濟效益的前提下，積極選購合乎環保要求的產品；

Environmental policy

The Department is committed to implementing environmental protection initiatives 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 by protecting the environment and preventing pollution both at workplace and at home;
- d) encouraging staff to make suggestions on improving and promoting environmental protection through the Staff Suggestion Scheme;
- e) continuously making known the Department's Environmental Policy and the Department's performance in environmental protection to the general public and all interested parties as well as to our staff;
- f) taking environmental protection into consideration when procuring stores and office stationery by actively choosing green products where practicable or economically viable;



- g) 透過減少耗用水電和紙張，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，包括鼓勵員工於執行戶外工作時，盡量使用公共交通工具；
 - i) 指派部門主任秘書為部門的環保經理，以及在各組委任環保主任，負責推行並監察各項環保措施；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，以支持政府在環境及持續發展方面的長遠策略。
- g) ensuring the best use of resources by reducing the use of electricity, water and paper, 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 by encouraging staff to use public transport while performing outdoor duties;
 - i) designating the Departmental Secretary as the Green Manager of the Department and appointing Environmental Officers in Sections 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 support the government's long-term strategy on environment and sustainable development.



二〇〇四年的成績

二〇〇四年，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電子方式傳閱，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)；
- 重複使用暫用檔案夾；
- 盡量重複使用信封；
- 使用舊信紙列印傳真信息；以及
- 為主要使用者安裝電子傳真設施。

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，回收廢紙作循環再造用途；

Achievements in 2004

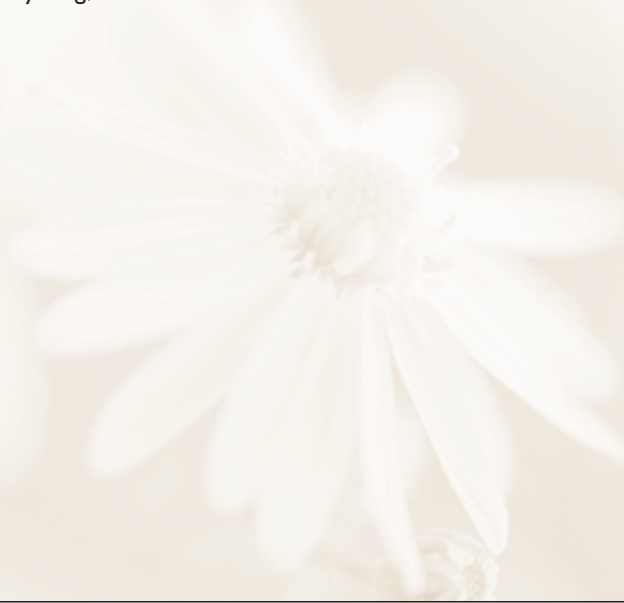
In 2004, the Department has made the following achievements :

a) Staff were encouraged to minimize paper consumption by :

- arranging circulation of circulars and other documents electronically 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);
- reusing loose minute jackets;
- reusing envelopes as far as possible;
- using old letter heads to print incoming fax message; and
- installing e-Fax for major users.

b) Departmental publications were uploaded onto the Homepage and their number of pages and number of printed copies were reviewed with a view to reducing paper consumption;

c) Green boxes were placed at various locations and waste papers were collected for recycling;



- d) 提醒員工如無須使用電燈或其他電子器材及電器，例如影印機，便須予以關掉（須長期開著的電器除外，例如傳真機和水機）；
 - 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，以及適當地調高溫度，從而減低耗電量；
 - i) 在總部走廊使用T5光管，藉以節省能源；
 - j) 二〇〇四年使用鉛筆和黑色原子筆的數量比二〇〇三年分別減少了19%和2%；
 - k) 更換傳真機，以使用普通紙張的型號代替，而所有影印機和網絡打印機均設有雙面影印和列印功能，並設有「環保盤」，以供存放尚有一面未用的紙張；
 - l) 重複使用節日裝飾品，並以電子賀卡代替紙製賀卡；
 - m) 安裝自動感應的水龍頭，以節省用水；以及
 - n) 定期檢查辦公室的空氣質素，以保障員工和市民的健康。
- 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, e.g. photocopiers;
 - 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) Operating hours of the air-conditioning system were reduced and the temperature was suitably adjusted to minimize electricity consumption;
 - i) T5 florescent tubes were used for lights along the corridors of Headquarters to save energy;
 - j) Number of pencils and black ball pens used in 2004 were reduced by 19% and 2% respectively as compared with 2003;
 - k) All fax machines were replaced by those using plain papers and all photocopiers and network printers were installed with double-side printing function and "green tray" for blank side of used papers;
 - l) Decorative materials were reused and e-cards were used during festive seasons instead of paper greeting cards;
 - m) Auto-sensitized water taps were installed to save water; and
 - n) Indoor air quality of offices were checked regularly to protect the health of staff as well as the public.

二〇〇五年的環保目標

本署會繼續推行以上各項環保措施。

Environmental targets for 2005

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