



法 律 援 助 署
Legal Aid Department

Environmental Report 2006

二 〇 〇 六 年 環 保 報 告

法律援助署

二〇〇六年管制人員環保報告

環保目標及政策

法律援助署會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。

除提供優質法律援助服務外，推行環保亦是本署目標之一。為達致這個目標，本署制訂了一套環保政策。

環保政策以下列三項原則為本：

- 一、鼓勵署內員工身體力行，為達致保護環境的目標而努力。本署會盡力令員工明白支持環保的重要，從而令他們視保護環境為己任，而非只是管方的責任。
- 二、向員工提倡“三用原則”，即“物盡其用、廢物利用、循環再用”。本署會提醒員工，香港的廢物處理程序一般是把廢物棄置於堆填區，但要物色新的堆填區用地愈趨困難；貫徹“三用原則”，對減少廢物起著關鍵作用。
- 三、繼續制訂可持續推行的措施，使部門減少耗用資源及能源。

Legal Aid Department

The Controlling Officer's Environmental Report 2006

Environmental Goal and Policy

The Legal Aid Department is committed to ensuring that its operation, business and activities are conducted in an environmentally responsible manner.

Delivery of quality legal aid services while caring for the environment is a Departmental goal. An environmental policy has been formulated to carry out the Departmental goal.

Our **environmental policy** is premised upon three tenets.

The **first** is the encouragement of departmental wide involvement in attaining the goal of caring for the environment. To ensure that each staff member is aware of the importance of responding to environmental issues so that environmental efforts become the responsibility of each individual rather than the exclusive responsibility of the management.

The **second** is the implementation of the 3R principles of reduce, reuse and recycle by all staff. Staff are reminded that as landfill is the general process for waste disposal in Hong Kong and it is increasingly difficult to find new landfill sites, the implementation of the 3R principles is crucial to the reduction of waste.

The **third** is the continued formulation of sustainable measures to reduce departmental use of resources and energy.

環保目標

本署的環保目標為：

1. 切實遵行本港所有環保規例。
2. 舉辦講座或研討會，以提高員工保護環境的意識，使他們在日常工作及家居生活中，為環保出一分力。灌輸員工環保的概念，以助他們養成良好的習慣，在離開辦公室時關燈，並把不需使用的電子器材關掉。
3. 探討不同的方法，如透過不斷減少耗用電力和紙張、改善內部環保措施，以及全面推廣循環再用的做法，將持續發展的環保策略融入部門運作之中。

Environmental Objectives

The Department's objectives are :

1. To comply with all domestic environmental regulations.
2. To hold seminars to raise staff awareness of the need for environmentally friendly behaviour in all aspects of their work activities and in their home lives. To instill in staff the habit of turning off lights when not in the office and to turn off electrical equipment when not in use.
3. To explore ways to integrate sustainable development into the Department's operational activities by continued reduction in electricity and paper consumption, improved internal environmental practices and maximization of recycling practices.

二〇〇六年環保工作的回顧

本署在二〇〇六年繼續採取下列環保措施：

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；
- 盡量減少影印文件的數量；
- 紙張雙面使用；
- 把尚有一面未用的紙張用作草稿紙；
- 以電郵及電話作內部溝通；
- 避免使用傳真首頁；
- 避免使用信封發出通知書/信件(改為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及文件皮；
- 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。

Environmental Measures Taken

In 2006, the Department continued to take the following measures to protect the environment:

a) Staff were encouraged to minimise 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;
- minimising photocopies;
- using both sides of paper;
- using blank side of used paper for drafting;
- 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, file covers;
- reusing envelopes as far as possible;
- using obsolete letter heads for incoming fax; and
- installing e-Fax for major users.

- b) 把部門出版的刊物上載網頁，避免印製過多的印刷本；
 - 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；
 - d) 提醒員工在適當情況下把電燈或其他電子器材及電器關掉；
 - 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，並使用可更換筆芯的原子筆；
 - f) 在《員工通訊》介紹各類環保措施；
 - 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，適當地調節溫度，以減低耗電量；
 - i) 在辦公室走廊的大部分電燈安裝T5光管，以節省能源；
 - j) 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；
 - k) 重複使用節日裝飾品，並以電子賀卡代替紙製賀卡；
 - l) 安裝自動感應的水龍頭，以節省用水；以及
 - m) 定期檢查辦公室的空氣質素，以保障員工和市民的健康。
- b) Departmental publications have been uploaded onto the Homepage and greater care has been exercised to avoid over printing of hard copies;
 - c) Green boxes have been placed at various locations and waste papers were collected for recycling;
 - d) Staff were reminded to switch off lights and other electrical equipment and appliances where appropriate;
 - e) Toner cartridges for laser printers and fax machines were returned to the suppliers for recycling and refillable ball pens were used;
 - f) Articles on various green measures were published in the 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 minimise electricity consumption;
 - i) T5 florescent tubes were used for most of the lights along the corridors of the Department's offices to save energy;
 - j) 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;
 - k) Decorative materials were reused and e-cards were used during festive seasons instead of paper greeting cards;
 - l) Auto-sensitized water taps were installed to save water; and
 - m) Indoor air quality of offices were checked regularly to protect the health of staff as well as the public.

現將本署員工在二〇〇五年及二〇〇六年耗用 / 取用紙張及文具的情況作一比較：

| 耗用 / 取用項目 | 二〇〇五年 | 二〇〇六年 |
|-----------|-------------|-------------|
| 紙張 | 14 593 令 | 14 317 令 |
| 原子筆 | 2 121 枝 | 3 500 枝 |
| 鉛筆 | 485 枝 | 843 枝 |
| 影印文件 | 5 047 498 張 | 4 711 544 張 |
| 退回炭粉匣 | 484 個 | 506 個 |

本署在二〇〇六年採取了下列措施：

- 舉行比賽，鼓勵各組減少耗用紙張及其他文具；
- 洗手間內的電燈安裝時間掣，晚上會自動關燈，再於早上開燈，從而節省能源；以及
- 盡量使用再造紙，以取代普通紙張。

本署於十月舉辦主題為“環保辦公室”和“減少廢物”的講座，讓員工深入了解辦公室的環保活動、在辦公室推行有效的環保措施及減少辦公室和家居廢物對環境帶來的影響。

堅持環保

本署會繼續致力推行各項環保政策，實現目標。

The following table shows the paper and stationery consumed or requisitioned by staff of the Department in 2006 as compared to 2005:

| Items consumed/ requisitioned | 2005 | 2006 |
|----------------------------------|------------------|------------------|
| Papers | 14 593 reams | 14 317 reams |
| Ball pens | 2 121 numbers | 3 500 numbers |
| Pencils | 485 numbers | 843 numbers |
| Photocopies | 5 047 498 copies | 4 711 544 copies |
| Return of Toner Cartridge | 484 numbers | 506 numbers |

The Department adopted the following initiatives in 2006:

- Competition aimed to promote the reduction in consumption of paper and other stationery by each Section was held;
- Toilet light timers were installed to automatically turn off the lights of toilets at night and turn them on again in the morning to save energy; and
- Recycled paper instead of ordinary paper was used where possible.

In-house talk on "Green Office" and "Waste Reduction" was organised in October to enrich staff's knowledge on environmental impacts from office activities, effective green office and waste reduction in office and at home.

Continual Commitment

The Department will continue to be committed to its environmental policy and objectives.