

# 二〇〇七年環保報告

## Environmental Report 2007



學生資助辦事處

Student Financial Assistance Agency



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# 引言

## INTRODUCTION

學生資助辦事處致力於使用符合環保的方式以改善工作環境及提供公共服務。

我們的理想是協助所有符合資格及需要經濟援助的學生達到心目中的教育水平，以及獎賞和鼓勵學業成績優異的學生。在 2007 至 2008 學年，我們就各項計劃共收到約 1,000,000 份申請，與上一學年大致相同。

儘管本辦事處需要處理大量申請，我們仍然積極推行各種環保措施以減少廢物、節約能源、提倡「循環再用」資源，以及提高員工的環保意識。

本報告概述學生資助辦事處於 2007 年所採取的環保措施及成效，以及期望於 2008 年達到的目標。

The Student Financial Assistance Agency (SFAA) is committed to improving its working environment and providing public services in an environmentally responsible manner.

Our vision is to assist qualified students in need of financial assistance to achieve the education level they aspire to, and to reward and encourage students who have excelled in their studies. In the 2007/08 academic year, we have received around 1,000,000 applications under various financial assistance schemes, which is similar to applications received in the previous academic year.

Despite the large number of applications processed by SFAA, we act consciously in the implementation of green measures for minimising waste, conserving energy, promoting recycling of resources and arousing staff awareness in environmental conservation.

This report aims to cover the green measures adopted by SFAA, our achievements in 2007 and the objectives that we set for 2008.



## 二〇〇七年的環保措施 ENVIRONMENTAL MEASURES IN 2007

由於本處的日常運作主要是在辦公室內進行，我們主要的環保措施包括：1) 節約用紙；2) 節約能源；3) 資源回收及循環再用及 4) 減少污染及營造一個綠化的工作環境。我們亦會不時提醒員工善用資源，減少製造廢物。

我們致力推行下列的環保措施，以改善我們的環境：

### 1) 節約用紙

- 定期傳閱有關節約用紙的通告，以提倡員工盡量減少用紙；
- 減少影印和避免印製過量複本；
- 使用雙面影印或列印；
- 增加使用電郵通訊，以代替便箋；
- 將電郵通訊推及至更多員工；
- 將分享使用的資料放在部門電子報告板上，以取代複製影印本給使用者；

Since this Agency operates under an office type environment, the major environmental measures are confined to 1) Economisation of Paper Consumption; 2) Energy Saving; 3) Reuse and Recycling of Resources and 4) Minimisation of Pollution and Establishment of a Green Workplace. Staff members are regularly reminded to economise the use of resources and reduce waste production.

We are committed to improving our environment by adopting the following measures:

### 1) Economisation of Paper Consumption

- Promoting the message of economisation of paper consumption by regular circulation of circulars to all SFAA staff;
- Minimising photocopies and avoiding producing excessive copies;
- Practising double-sided photocopying or printing;
- Maximising the use of electronic mails instead of memos in hardcopies;
- Extending the use of emails to more staff;
- Posting share-use materials on the Agency's internal bulletin board instead of making hardcopies to individual users;



## 二〇〇七年的環保措施

### ENVIRONMENTAL MEASURES IN 2007

- 利用已使用的紙張空白的一面作接收傳真、草擬及影印等用途；
  - 循環使用舊信封及檔案封套；
  - 傳真文件時，避免使用傳真蓋頁；
  - 為資助專上課程學生資助計劃及尤德爵士紀念基金引進電子申請表格；
  - 將電子處理假期申請系統的使用推廣至合約員工；
  - 發送電子節日賀卡；
  - 使用部門電子電話簿，代替印刷本。
- Using the blank side of used paper for receiving fax, drafting or photocopying;
  - Reusing envelopes and loose minute jackets;
  - Avoiding the use of fax cover sheets;
  - Introducing a new electronic application form for TSFS and SEYM Fund;
  - Extending the e-leave system to contract staff;
  - Sending electronic seasonal greeting cards;
  - Replacing the Agency's internal hardcopy telephone list with an electronic list.

#### 2) 節約能源

- 關掉無人使用的電燈或電器；
- 張貼有關“節約能源”的告示及標籤於當眼處以提醒員工；
- 使用更具能源效益的照明燈及電器；
- 使用百葉簾以調節射進室內的陽光強度，以配合不同季節的需要；
- 如發現“冷點”，立即要求保養維修人員檢查及調節有關設備；
- 經常保持空調房間的門關閉；

#### 2) Energy Saving

- Switching off lights or electronic appliances when not in use;
- Affixing ‘saving energy’ notices and stickers on prominent places to remind staff;
- Using “energy-efficient” lighting and appliances;
- Using venetian blinds to adjust the penetration of sunlight to suit different seasons;
- Requesting maintenance staff to check and adjust the air-conditioning system if “cold spots” are located;
- Always keeping the doors of air-conditioned rooms close;



## 二〇〇七年的環保措施

# ENVIRONMENTAL MEASURES IN 2007

- 鼓勵員工在可行的情況下，應盡量使用樓梯代替升降機上落樓層；
  - 除需要長時間加班工作，否則辦公時間以外一律停止空調及照明系統；
  - 於飲水機安裝時間掣並設定於非辦公時間內關掉電源以節省能源；
  - 為辦公室設備設定在辦公時間內暫停使用時進入「睡眠」模式；
  - 購買並使用貼有能源效益標籤的電器用品。
- Encouraging staff to use staircases instead of lifts, if possible;
  - Except for zones having prolonged overtime work, provision of air-conditioning and lighting will stop after office hours;
  - Providing water dispensers with timers to switch power off during non-office hours for energy saving;
  - Setting 'sleep mode' in office equipment when not in use during office hours;
  - Procuring and using electric appliances affixed with the Energy Efficiency Labels.

### 3) 資源回收及循環再用

- 回收可供循環再造的紙張；
- 回收已用完的打印機或傳真機碳粉盒；
- 於採購物料及辦公室文具時，會盡量選購符合環保的產品，如再造紙等；
- 設置環保回收箱收集可再用的信封及紙張；
- 循環再用電腦磁碟；
- 循環使用節日裝飾品。

### 3) Reuse and Recycle of Resources

- Collecting waste paper for recycling;
- Collecting used toner cartridges of printers and fax machines for recycling;
- Choosing green products in procuring stores and office stationery such as recycled paper, etc. as far as practicable;
- Putting up green boxes to collect reusable envelopes and papers;
- Reusing diskettes;
- Reusing decorative accessories for festival decorations.



## 二〇〇七年的環保措施 ENVIRONMENTAL MEASURES IN 2007

### 4) 減少污染及營造一個綠化的工作環境

- 支持『清新空氣約章』，如車輛在一段時間內無需運作時，會把汽車引擎關掉，並善用天然光線；
- 執行無煙工作間及保持環境清潔；
- 栽種更多盆栽，美化工作環境；
- 安排部門車輛一次過接載工作地點相近的外勤員工；
- 鼓勵外勤員工使用公共交通工具；
- 部門車輛使用無鉛汽油；
- 加強同事環保意識，鼓勵他們參與環保活動及培訓。

### 4) *Minimisation of Pollution and Establishment of a Green Workplace*

- Supporting the “Clean Air Charter”, such as switching off the engine of vehicles when they are left idle for a considerably long time, and maximising the use of daylight;
- Maintaining a smoke-free and clean workplace;
- Increasing the number of potted plants to beautify our working environment;
- Scheduling the same departmental car trip for users whose destinations are close to one another;
- Encouraging officers to use public transport when performing outside duties;
- Using unleaded petrol for the departmental car;
- Promoting staff awareness and participation in activities and training on green management.



## 二〇〇七年的工作成效 ACHIEVEMENTS IN 2007

雖然本處於 2007 年繼續需要處理大量的學生資助申請，但我們仍積極地控制紙張耗用量。本處於 2007 年推行的環保措施，取得以下成效：

Although SFAA continues to process a large number of applications under various schemes in 2007, we have consciously controlled the use of paper in order to economise paper consumption. With the implementation of our green measures, we have made the following achievements in 2007:

### 1) 節約用紙

- 定期向員工傳閱有關節約用紙的通告；
- 員工已習慣透過電郵或部門電子告示板查閱通告及電話簿等，省卻複製影印本的紙張；
- 將部門出版的刊物上載於本處網頁，減少了刊物的印行數量；
- 二〇〇七年的電郵使用者數量比二〇〇六年增加了 10%，約 91% 員工可透過使用電子工具作內部相互之溝通；
- 約 12% 的合約員工使用電子處理假期申請系統。

### 1) Economisation of Paper Consumption

- Circulars on economisation of paper consumption were circulated to staff periodically as reminders;
- Staff are used to check circulars and the internal telephone list through email or internal bulletin board. No individual copy was needed;
- Departmental publications were uploaded onto the homepage of SFAA and the number of printed copies was reduced;
- The number of Lotus Notes and Accessibility Program mail users in 2007 has increased by 10% over that of 2006. 91% of staff are provided with mail accounts for internal communication by electronic means;
- 12% of contract staff are using the e-leave system.





# 二〇〇七年的工作成效

## ACHIEVEMENTS

### IN 2007

#### 2) 節約能源

- 員工向保養維修人員報告“冷點”，並已要求調節冷氣設備；
- 員工於離開辦公室前已關掉所有電器及電燈；
- 使用輕巧節能的光管以節省能源；
- 在所有飲水機安裝時間掣，並設定於非辦公時間內關掉電源。

#### 3) 資源回收及循環再用

- 於二〇〇七年回收可供循環再造的紙張重量為 13,348 公斤；較二〇〇六年減少約 20%；
- 回收已用完的打印機或傳真機碳粉盒的數量增加約 16%；
- 由於循環再用電腦磁碟，各組別對新電腦磁碟的需求減少了達 24%；
- 循環使用節日裝飾品。

#### 2) Energy Saving

- Staff have reported “Cold spots” to the maintenance staff and the air-conditioning system was adjusted accordingly;
- Staff have switched off all electrical equipment and lightings before leaving the office;
- Compact fluorescent tubes are used to economise power consumption;
- Timers have been installed on all water dispensers to switch power off during non-office hours.

#### 3) Reuse and Recycle of Resources

- 13,378 Kg of waste paper was collected for recycling in 2007, representing a decrease of 20% against 2006;
- Toner cartridges for laser printers and fax machines returned to the suppliers for recycling has increased by 16%;
- As diskettes were reused, the demand for new diskettes from user sections has reduced by 24%;
- Decorative accessories for festival decorations were reused.



## 二〇〇七年的工作成效 ACHIEVEMENTS IN 2007

### 4) 減少污染及營造一個綠化的工作環境

- 於設立辦公室時以盡量善用天然光線為原則；
- 為美化工作環境，本處多栽種了10%的盆栽；
- 外勤員工需要外出工作時，已盡量使用公共交通工具代替部門車輛；
- 當部門車輛在一段時間無需運作時會把車輛引擎關掉；
- 避免使用揮發性有機化合物油印物料。

### 4) *Minimisation of Pollution and Establishment of a Green Workplace*

- To adopt the principle to maximise the use of daylight in office setting;
- The number of potted plants for beautifying our working environment has increased by 10%;
- Staff have used public transport instead of the departmental car when performing outside duties;
- The vehicle engine will be switched off when idling for a considerably long time;
- Avoiding the use of VOC printing materials.



## 二〇〇八年的環保目標 ENVIRONMENTAL OBJECTIVES FOR 2008

學生資助辦事處仍會繼續堅守環保責任，並加強灌輸環保意識給員工。為了持續進步，我們的二〇〇八環保目標包括：

- 節約用紙，為 95% 同事提供電郵戶口，以期利用電郵代替便箋作內部溝通；
- 繼續研究使用電子申請表格；
- 將電子處理假期申請系統安排予更多的合約員工使用；
- 節約用電，確切執行節約能源的措施；
- 減少製造廢物及預期整體廢物回收增加 10%；
- 增加綠色空間及預計增加 10% 的盆栽；
- 鼓勵員工參與環保工作及活動；
- 繼續研究切合工作情況的適當措施，以達至『清新空氣約章』的要求。

This Agency will continue to shoulder its environmental responsibility and strengthen the environmental awareness of our staff. To strive for continuous enhancements, our environmental objectives for 2008 include:

- Economise paper consumption by provision of Notes accounts to 95% of staff to further enhance internal communication by electronic means instead of memos in hardcopies;
- Continue to explore the use of electronic application forms;
- Extend the use of the e-leave system to more contract staff;
- Economise electricity consumption by close adherence to the energy saving measures;
- Minimise waste production and increase the overall collection of wastes for recycling by 10%;
- Enhance green workplace by increasing the number of potted plants by 10%;
- Encourage our staff to participate in environmental protection practices and activities;
- Continue to explore appropriate measures specific to the nature of our operation to fulfil the commitments of the “Clean Air Charter”.



# 意見

## COMMENTS

如有任何意見，請用以下方法與本辦事處聯絡：

郵寄： 九龍長沙灣道 303 號長沙灣政府合署 12 樓行政組

傳真： 2519 3857

電郵： [wg@sfaa.gov.hk](mailto:wg@sfaa.gov.hk)

Should you have any comments, please feel free to contact this Agency by the following means:

By Mail: Administration Section, 12/F,  
Cheung Sha Wan Government  
Offices, 303 Cheung Sha Wan  
Road, Kowloon

By Fax : 2519 3857

By E-mail : [wg@sfaa.gov.hk](mailto:wg@sfaa.gov.hk)