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法律援助署 Legal Aid Department



2005

環保報告

Environmental Report



二〇〇五年環保報告

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，包括支持盡量減少廢物和節約能源、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。本署實施下列環保政策，以履行保護環境的承諾。

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) 提醒員工保護環境，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) 不斷讓市民大眾及各有關方面，以及署內員工知悉本署的環保政策，以及在保護環境方面的表現；

Environmental Report 2005

The Legal Aid Department is committed to ensuring its operation, business and activities are conducted in an environmentally responsible manner. The Department supports any effort to minimise waste, conserve energy, promotes "reuse" and "recycle" of resources and encourages staff awareness and participation in protecting the environment. To ensure the fulfilment of its commitment and support for a green environment, the Department adopts the following environmental policy.

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 Suggestions 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) 在採購物料及辦公室文具時，以環保為考慮準則，在情況許可及符合經濟效益的前提下，積極選購合乎環保要求的產品；
 - g) 減少耗用水電和紙張，如紙張雙面使用，以電郵傳送文件，令資源得以善用；
 - 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，負責推行及監察各項環保措施；以及
 - j) 高層管理人員定期檢討現行的各項環保目標及行動計劃，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。
- f) taking environmental protection into consideration when procuring stores and office stationery by actively choosing green products where practicable or economically viable;
 - 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 minimise 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.



二〇〇五年環保工作的回顧

本署在二〇〇五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；
 - * 以電郵及電話作署內部溝通；
 - * 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；
 - * 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。

Review of the Year 2005

In 2005, 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 a 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;
 - * 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) 在總部走廊使用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；
- b) Departmental publications were uploaded onto the Homepage and greater care was exercised to avoid over printing of hard copy;
 - c) Green boxes were 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 facsimile machines were returned to the suppliers for recycling and refillable ball pens were used;
 - f) Articles on various green measures 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 minimise electricity consumption;
 - i) T5 florescent tubes were used for lights along the corridors of Headquarters 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) 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。

與二〇〇四年相比，本署於二〇〇五年在減少耗用紙張及文具方面的成績如下：

k) Decorative materials were reused and e-cards were used during festive seasons instead of paper greeting cards;

l) Auto-sensitised 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.

The following table shows the achievements made by the Department in the consumption of papers and stationeries in 2005 as compared with those in 2004:

項目 Items	二〇〇四年的耗用量 Consumption in 2004	二〇〇五年的耗用量 Consumption in 2005
紙張 Papers	19 100令 19 100 reams	14 593令 14 593 reams
原子筆 Ball pens	3 061枝 3 061 numbers	2 121枝 2 121 numbers
鉛筆 Pencils	735枝 735 numbers	485枝 485 numbers
影印文件 Photocopies	5 219 621張 5 219 621 copies	5 047 498張 5 047 498 copies
退回炭粉匣 Return of Toner Cartridge	500個 500 numbers	589個 589 numbers



此外，本署在二〇〇五年採取了下列措施：

- a) 進行例行巡查，確保影印機、電燈、冷氣機及公用設施在午膳時段及辦公時間後關掉；
- b) 舉行比賽，鼓勵各組減少耗用紙張及其他文具；
- c) 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
- d) 盡量使用再造紙，以取代普通紙張。

此外，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。

二〇〇六年的環保目標

本署會繼續推行以上各項環保措施。

Furthermore, the Department has adopted the following initiatives in 2005:

- a) Routine check was conducted to ensure that photocopiers, lights / air conditioners and communal facilities were switched off during lunch breaks and after office hours;
- b) Competition aiming to promote the reduction in consumption of paper and other stationery by each Section was held;
- c) 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
- d) Recycled paper instead of ordinary paper was used where possible.

In addition, an 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.

Environmental Targets for 2006

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