

# Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

## Environmental Report 2004

### Introduction

This is the fifth Environmental Report of the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (JSSCS). It sets out our environmental policy, green measures taken in 2004 and our future targets.

### Environmental Policy

JSSCS is committed to ensuring that operations of the department are conducted in a manner conducive to the development of a healthy and sustainable environment.

### Green Measures Taken

During the past year, the department continued to implement and review the prevailing green measures. The department made the following achievements in 2004 –

#### Energy Conservation

- ❖ achieving the Government's target of reducing power consumption by 3% in 2004-05;
- ❖ raising room temperature in offices to an occupationally safe and healthy level to minimize electricity consumption;
- ❖ enhancing control of fuel consumed by the departmental car;
- ❖ advancing the powering off of the tea urn to one hour preceding the close of the office; and
- ❖ switching off lights, computers and other electrical equipments when they are not in use.

#### Waste Minimization and Recovery

##### Minimizing Paper Waste

- ❖ achieving the Government's target of cutting down photocopying paper consumption by 5% in 2004-05;
- ❖ extending the use of electronic mode of communication, which includes establishing the "Departmental Portal", implementing the "e-Leave System" and "e-Payroll System",

and setting up an e-file on the booking records of the departmental car and conference room on the departmental network;

- ❖ posting internal circulars and other useful information on the departmental information system for access by all staff;
- ❖ minimizing the number of hard copies of reference materials tabled at meetings;
- ❖ reminding staff to avoid delivering unclassified documents in envelopes;
- ❖ using PC-based faxes for outgoing messages;
- ❖ reducing the use of fax leader pages;
- ❖ keeping the number of paper printouts to the absolute minimum;
- ❖ using both sides of a paper;
- ❖ collecting paper used on one side only for reuse; and
- ❖ cutting down the quantity of paper government publications (e.g. newsletters and periodicals) allocated to the JSSCS.

#### Minimizing Chemical Waste

- ❖ procuring recyclable stationery items (e.g. refillable ball pens and pencils, toner cartridges for printers, and departmental chops etc.);
- ❖ making visual record of special official functions by means of digital photographs, instead of taking film pictures;
- ❖ reusing decorative materials during festive seasons; and
- ❖ using unleaded fuel for the departmental car.

#### Waste Recovery

- ❖ collecting waste paper, newspaper, outdated publications and toner cartridges for recycling.

#### **Preserving a Green and Healthy Workplace**

- ❖ releasing storage space by weeding out obsolete paper records to maintain a clean and tidy workplace;
- ❖ sustaining efforts to enforce the smoke-free workplace policy in the office;
- ❖ putting more plants in the office;
- ❖ ensuring regular cleansing of air ventilation system and carpet; and
- ❖ conducting regular inspection of the workplace to ensure that the requirements for occupational safety and health are met.

## **Sustaining Staff Members' Awareness**

- ❖ appointing one of the staff members as "Energy Warden" who is responsible for encouraging staff to implement the various green measures continuously;
- ❖ displaying posters on economical use of resources;
- ❖ posting "Save Energy" labels on electrical appliances;
- ❖ adhering stickers on control panels of photocopiers to remind staff to use draft/recycled paper;
- ❖ encouraging staff members to attend seminars/workshops on environmental management; and
- ❖ re-circulating circulars on "green housekeeping" at regular intervals.

## **Future Targets**

- ❖ to sustain the prevailing green measures and encourage staff to provide new ideas on environmental protection;
- ❖ to meet the Government's target of reducing photocopying paper consumption by 7.5% in 2005-06;
- ❖ to meet the Government's target of cutting down power consumption by 4.5% in 2005-06;
- ❖ to maintain room temperature in office premises at an energy-efficient level;
- ❖ to read on-line media reports instead of newspapers and periodicals in paper form;
- ❖ to submit draft documents and applications in e-form;
- ❖ to further extend the use of e-letterhead;
- ❖ to circulate surplus furniture and obsolete equipment for reuse and auction before considering ultimate disposal; and
- ❖ to review the effectiveness of green measures taken so far at regular intervals for achieving more efficient use of resources and energy.

## **Feedback and Enquiries**

Any comments or enquiries on this Environmental Report are welcome. You may contact us by one of the following means -

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