

# 二〇一四年環保報告

## Environmental Report 2014



法律援助署

Legal Aid Department

## 法律援助署

### 二〇一四年管制人員環保報告

#### 環保目的

法律援助署致力確保部門的日常運作和一切事務均切合環保精神。

#### 環保政策

本署制訂了部門環保政策，以下列三項原則為本：

- 一 透過積極鼓勵的方式，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，而並非只是管方的責任。
- 二 向員工提倡「三用原則」，即「物盡其用、廢物利用、循環再用」，以減少廢物，原因是香港處理廢物的主要方法是把廢物棄置於堆填區，要物色新的堆填區用地愈趨困難。
- 三 繼續制訂可持續推行的措施，減少部門耗

## Legal Aid Department The Controlling Officer's Environmental Report 2014

#### Environmental Goal

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

#### Environmental Policy

The Department has formulated an environmental policy which is premised upon three tenets.

- 1 The first is to ensure that through active encouragement, each staff member is aware of the importance of responding to environmental issues so that environmental efforts become the responsibility of every staff member and not just the responsibility of the management.
- 2 The second is the implementation of the 3R Principle of “reduce, reuse and recycle” by all staff to reduce waste because of the increasing difficulty to locate suitable sites for landfill which is the primary method for waste disposal in Hong Kong.
- 3 The third is the continued formulation of

用的資源及能源。

sustainable measures to reduce departmental use of resources and energy.

## 環保目標

本署的環保目標為：

- 一 切實遵行本港所有環保規例，並適當地採納政府公布的方針及指引。
- 二 向員工宣傳環保小貼士，以提高他們保護環境的意識，使他們在日常工作及家庭生活中為環保出一分力；向員工灌輸環保的概念，以助他們建立良好習慣，在離開辦公室時關燈，以及把無需使用的電子器材關掉。
- 三 繼續探討不同的方法，以減少耗用電力及紙張、改善內部環保措施及盡量推行循環再用。

## Environmental Objectives

The Department's objectives are:

- 1 To comply with all domestic environmental regulations and adopt directives and guidelines promulgated by the Government as appropriate.
- 2 To promote handy tips to raise staff awareness of the need for environmentally friendly behaviour in all aspects of their work activities and in their home lives. To instil in staff the habit of turning off lights when not in the office and turning off those electrical equipment that are not in use.
- 3 To continue to explore ways to reduce electricity and paper consumption, improve internal environmental practices and maximise recycling practices.

## 環保經理及環保主任

部門主任秘書是部門指定的環保經理，各組別的高級一等律政書記及副部門主任秘書則獲委任為環保主任，負責推行各項環保措施和監察所屬組別在環保方面的表現。

## Green Manager and Environmental Officers

The Departmental Secretary is the designated Green Manager of the Department and all Senior Law Clerks I of each section and the Deputy Departmental Secretary are appointed Environmental Officers. They are responsible for implementing various environmental protection measures and monitoring the performance in the respective sections.

## 二〇一四年採取的環保及 內務管理措施

### 節約用紙

- 一 用以處理審結法援個案的會計表格，只列印載有輸入資料的部分，從而節省用紙；
- 二 鼓勵受助人和判定債務人使用「繳費靈」繳付分擔費及判定債項，省卻發出及郵寄收據；
- 三 要求外委律師與本署通訊時，切勿把信件用傳真及郵遞／文件交匯方式重複送交本署，以及只在緊急情況才使用傳真；
- 四 把部門出版的刊物上載本署網頁，避免印製過多的印文本；
- 五 只提供電子版本的部門年報；
- 六 盡量以電郵方式向退休員工發送《員工通訊》；
- 七 鼓勵員工採用下列方法減少用紙：
  - i. 會議以無紙形式進行，以減少打印議程、會議記錄及參考文件；

## Environmental Initiatives and Housekeeping Measures Taken in 2014

### Reducing the use of paper

- 1 For finalisation of legal aid cases, only the part of the account forms with data inputted would be printed out and thus reducing the usage of paper;
- 2 Aided clients and judgment debtors were encouraged to pay contributions and judgment sums by “Payment by Phone Service” (PPS) which helps doing away with the issue and the mailing of receipts;
- 3 Assigned lawyers were requested not to correspond with the Department by fax and by post/DX and to limit fax for urgent matters;
- 4 Departmental publications were uploaded onto the Homepage and greater care was exercised to avoid excessive printing of hard copies;
- 5 The Annual Departmental Report was published in electronic format only;
- 6 Whenever possible, the Staff Newsletter would be sent to retired staff by email;
- 7 Staff were encouraged to minimise paper consumption by:
  - i. conducting paperless meetings to reduce the printing of agenda, minutes of meeting and reference

- ii. 為參加署內培訓的同事提供軟複本而非印文本的教材，並把教材上載部門的入門網站，供員工參考；
  - iii. 盡量安排把通告及其他文件以電子方式傳閱，以取代每人分發一份的做法；
  - iv. 盡量減少影印文件的數量；
  - v. 紙張雙面使用；
  - vi. 善用打印機／影印機，設定適當的功能，以便雙面打印／影印，並盡量避免錯誤打印／影印而浪費紙張；
  - vii. 把尚有一面未用的紙張用作草稿紙；
  - viii. 以電郵及電話作內部溝通；
  - ix. 以電子方式檢視及修改文件；
  - x. 調整字型大小、頁邊空白、行距及頁面模式，以盡量減少文件的頁數；
- materials;
  - ii. providing in-house training materials to colleagues on soft copies instead of hard copies and uploading such materials onto the departmental portal for staff's reference;
  - iii. arranging dissemination of circulars and other documents electronically as far as possible instead of issuing individuals with personal copies;
  - iv. minimising photocopies;
  - v. using both sides of paper;
  - vi. proper setting and use of printers/copiers to facilitate double-side printing/copying and minimise abortive printing/copying;
  - vii. using blank side of used paper for drafting;
  - viii. using electronic mail and telephone for internal communication;
  - ix. reviewing and editing documents in electronic means;
  - x. adjusting font size, margins, line spacing, and page format to minimise the number of pages of a document;

- xi. 在電腦預覽列印，尤其是篇幅較長的文件及試算表，以盡量避免錯誤打印而浪費紙張；
- xii. 除非有絕對需要，否則避免打印電子文件；
- xiii. 把記錄及參考資料歸檔時，盡量把多頁縮印在一張紙上；
- xiv. 避免使用傳真首頁；
- xv. 避免使用信封發出通知書／信件；
- xvi. 重複使用暫用檔案夾及文件皮；
- xvii. 盡量重複使用信封；
- xviii. 使用舊信紙列印傳真信息；
- xix. 盡量使用再造紙，以取代普通紙張；  
以及
- xx. 以電郵方式傳閱「節約用紙小貼士」。

- xi. previewing printouts, in particular lengthy database and spreadsheet, in computer to minimise abortive printing;
- xii. avoiding printing of e-documents unless absolutely necessary;
- xiii. printing of multiple pages onto a single sheet for filing of records and reference materials;
- xiv. avoiding the use of fax leader pages;
- xv. avoiding the use of envelopes for issuing notifications/letters;
- xvi. reusing loose minute jackets and file covers;
- xvii. reusing envelopes as far as possible;
- xviii. using obsolete letter heads for incoming fax;
- xix. using recycled paper instead of ordinary paper where possible; and
- xx. re-circulating paper-saving tips by emails.

八 所有傳真機均支援使用普通紙張，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；

8 All fax machines support the use of plain papers and all photocopiers and network printers were installed with double-side printing function and “green tray” for blank side of used papers;

- 九 某些組別已採用以電郵方式收取傳真文件，以方便內部傳閱，並可避免列印傳真廣告信息；以及
- 十 在辦公室不同地方放置環保箱，回收廢紙作循環再造用途。

### 節約能源和改善空氣質素的措施

- 一 本署參與公益金於十一月十六及十七日舉行的「公益綠識日」，並籌得 4,410 港元；
- 二 提醒員工在適當情況下把電燈、其他電子器材及電器關掉；
- 三 退回打印機和傳真機的噴墨盒和炭粉盒給供應商循環再用，並使用可更換筆芯的原子筆；
- 四 在《員工通訊》介紹各類環保措施；
- 五 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力；
- 六 適當設定提供空調的時間，以及陸續更換本署總部的空調機，並在辦公範圍加裝恆溫掣，以改善室內空氣質素，確保

- 9 In some sections, faxes are received by email so as to facilitate internal circulation as well as to avoid printing advertising messages; and
- 10 Green boxes were placed at various locations and waste papers were collected for recycling.

### Conservation of Energy and Air Quality Improvement

- 1 The Department took part in the “Community Chest Green Day 2014” on 16 and 17 November and helped raise HK\$4,410;
- 2 Staff were reminded to switch off lights and other electrical equipment and appliances where appropriate;
- 3 Inkjet and toner cartridges for printers and fax machines were returned to the suppliers for recycling and refillable ball pens were used;
- 4 Articles on various green measures were published in the Staff Newsletter;
- 5 Staff were encouraged to use staircases for inter-floor traffic in order to reduce electricity consumption on lift services;
- 6 Air-conditioning hours were suitably set, and air-conditioning units in headquarters were gradually replaced by



辦公室的溫度維持在舒適又符合能源效益的水平；

new models with temperature adjusting panel installed at working area so that indoor air quality could be improved and room temperature could be maintained at a comfortable and energy-efficient level;

七 維持非吸煙工作間的環境；

7 Non-smoking office environment was maintained;

八 辦公室的照明大部分已採用 T5 光管，以節省能源；

8 T5 florescent tubes were used for most office area to save energy;

九 部分新裝修的辦公室已安裝 LED 燈泡及移動感應開關裝置，以節省更多能源；

9 Part of the newly renovated office area was installed with LED light bulbs or motion sensors switch to save even more energy;

十 洗手間內的電燈安裝時間掣，在非辦公時間會自動關燈；

10 Light timers were installed to automatically turn off toilet lights during office closing hours;

十一 辦公室電梯大堂已安裝自動燈光調節裝置；

11 Automated light adjustment devices were installed in lift lobbies;

十二 司機在停車等候期間須關掉引擎。本署會派員進行突擊檢查，以確保司機遵行；以及

12 Drivers were required to switch off vehicle engines while waiting. Surprise inspections were conducted to ensure compliance; and

十三 盡量採購具能源效益的電器，包括具備自動關機或進入休眠狀態功能的設備。

13 Energy efficient electrical appliances were purchased as far as practicable, including equipment that would automatically enter power off or sleeping mode.

## 鼓勵循環再用及減少廢物

- 一 保存裝飾用物品，留待日後的員工活動及節日重複使用；
- 二 在節日使用電子賀卡代替紙製賀卡；
- 三 參與大廈管理處舉辦的廢物分類計劃，收集紙張、金屬、塑膠及玻璃，循環再造；
- 四 在洗手間安裝自動感應的水龍頭及雙掣式沖廁系統，以節省用水；
- 五 盡量遵行「環保採購」的原則，例如盡可能採購再造紙而非普通紙張；以及
- 六 鼓勵員工利用環境保護署的網上「二手物品交易平台」，以減少及回收廢物。

## Encourage Recycling & Minimising Wastes

- 1 Decorative materials were kept for subsequent use during staff functions and festive seasons;
- 2 E-cards were used during festive seasons;
- 3 Took part in the waste separation scheme held by the Building Management Office. Paper, metals, plastic and glass were collected and recycled;
- 4 Auto-sensitised water taps and dual flushing modes were installed in toilets to save water;
- 5 “Green procurement” concept was adopted as far as practicable. For example, recycled papers were purchased instead of ordinary papers where possible; and
- 6 Staff were encouraged to reduce and recycle waste by using the online Second-hand Exchange platform introduced by the Environmental Protection Department.

## 環保表現分析

本署的服務主要在辦公室提供，因此我們盡力控制用紙量和用電量。

### 用紙量 (註一)

- i. 與二〇一三年比較，二〇一四年的耗紙量為 7 976 令，增加了 3.36%。
- ii. 與二〇一三年比較，二〇一四年的影印文件數量為 3 695 217 張，增加了 2.42%。

### 用電量 (註一)

本署總部、九龍分署及香港分處已裝設用電分錶，三個辦事處的耗電量為 702 587 千瓦小時。

註一：  
有關數字調整至最接近的整數。

## Environmental Performance Analysis

The Department delivers its services mainly in an office environment and has therefore devoted considerable efforts to contain its paper and electricity consumption.

### Paper Consumption (Remark 1)

- i. Paper consumption in 2014 was 7 976 reams which represented an increase of 3.36% as compared to 2013.
- ii. Number of photocopies in 2014 was 3 695 217 which represented an increase of 2.42% as compared to 2013.

### Electricity Consumption (Remark 1)

Power-check meters were installed in the Headquarters, Kowloon Branch Office and Hong Kong Sub-Office, and an electricity consumption of 702 587 kilowatt hours (kWh) was recorded for the three offices.

Remark 1:  
Figures are rounded to the nearest integer.

二〇一四年，因用電所產生的排放量估計如下

(註二)：

	二氧化硫	氮氧化物	可吸入懸浮粒子
電力	1 341.9 公斤	815.0 公斤	42.2 公斤

本署轄下的一輛房車及一輛輕型貨車均使用無鉛汽油。本署鼓勵員工在執行外勤工作時，盡量乘搭公共交通工具。兩車在二〇一四年的總行車里數為 22 319 公里。

二〇一四年，有關車輛的廢氣排放情況估計如下(註二)：

	氮氧化物	可吸入懸浮粒子
車輛	20.1 公斤	微量

註二：  
排放量是按照環境保護署公布的《清新空氣約章環境報告指引》所載的方程式計算。

Emissions from electricity consumption in 2014 are estimated as follows (Remark 2):-

	Sulphur dioxide (SO <sub>2</sub> )	Nitrogen oxides (NO <sub>x</sub> )	Respirable suspended particulates (RSP)
Electricity	1 341.9 kg	815.0 kg	42.2 kg

The Department also maintained and operated one saloon car and one light goods vehicle, both of which use unleaded petrol. Staff were encouraged to use public transport as far as possible when performing outdoor duties. In 2014, the total mileage of the two vehicles was 22 319 km.

Emissions from the vehicles in 2014 are estimated as follows (Remark 2):-

	Nitrogen oxides (NO <sub>x</sub> )	Respirable suspended particulates (RSP)
Vehicle	20.1 kg	Negligible

Remark 2:  
The emissions are estimated based on the equation provided by the Environmental Protection Department in its "Guide to Clean Air Charter Report Writing".

### 雜項耗用量

- i. 消耗品如原子筆及鉛筆的用量分別為 3 735 支及 415 支，與二〇一三年比較，前者的耗用量增加了 10.6%，後者則減少了 5.03%。
- ii. 二〇一四年退回的炭粉盒／噴墨盒共 495 個，較二〇一三年增加了 3.77%。
- iii. 本署在二〇一四年沒有採購任何膠袋。

### 持續環保

本署會繼續致力推行各項環保政策，落實環保目標。

### Miscellaneous Consumption

- i. The consumption of other consumable stock such as pens and pencils were 3 735 and 415 which represented an increase of 10.6% and a decrease of 5.03% respectively as compared to 2013.
- ii. The total trade-in on toner/inkjet cartridges in 2014 was 495 which represented an increase of 3.77% as compared to 2013.
- iii. The Department did not procure any plastic bags in 2014.

### Continual Commitment

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