

## **Labour and Welfare Bureau Environmental Report 2007 & 2008**

### **Introduction**

The Labour and Welfare Bureau (LWB) was established on 1 July 2007. This Environmental Report gives an account of the measures taken by the Bureau in green management and sets out the Bureau's green targets for 2009.

### **Profile of Key Responsibilities**

2. The Bureau is responsible for policy matters relating to social welfare, labour, manpower development and vocational training/retraining, women's interests and poverty alleviation.

3. The estimated expenditure of the LWB in 2008-09 is \$498.7 million. Our staff establishment as at 1 April 2008 was 98. The Bureau is organised into two divisions with its Head Office at Central Government Offices where building management is centrally undertaken by the Director of Administration. We have two outstation offices in Central, one at the Murray Building and the other at the Citibank Tower.

### **Environmental Goal**

4. The LWB is committed to ensuring that the operations of the Bureau are conducted, through the optimum use of resources and energy, in an environmentally responsible manner.

### **Green Measures taken in 2007 and 2008**

5. The activities of the LWB are largely office-based. In 2007 and 2008, the following green measures were implemented with a view to achieving a healthy and sustainable working environment in the Bureau –

#### (a) Appointment of Green Manager

- Appointment of a Green Manager, currently EO(W)Adm2, to promote green culture in the office.

(b) Reducing Paper Consumption

- Using e-mails extensively for internal and external communication and transmitting documents for editing and review;
- Requesting minimal hard copies of government newsletter/ publications;
- Using printers/photocopiers with doubled-sided copying functions;
- Using the blank side of used paper for drafting, printing and photocopying;
- Minimising photocopies, and using both sides of paper if printing/ photocopying is unavoidable;
- Using e-fax service;
- Avoiding use of envelopes for unclassified documents;
- Avoiding use of fax leader pages; and
- Using intranet and e-mails for dissemination of internal circulars and notices.

(c) Waste Recovery

- Full-scale use of recycled paper;
- Collecting used printer toner cartridges for recycling;
- Trading-in of toner cartridges with suppliers;
- Collecting used papers, newspapers and publications for recycling;
- Collecting file folders for reuse;
- Placing collection boxes near photocopiers for collecting one-sided used papers for reuse or drafting purpose;
- Reusing envelopes and using transit envelopes;
- Reusing loose minutes jackets and action tags;
- Reusing carton boxes for storage; and
- Transferring old furniture and equipment to other bureaux/departments for further use.

(d) Energy Conservation

- Setting all photocopiers to automatic energy saving mode;
- Installing timers to electrical appliances such as water boiler, photocopiers and water dispensers to regulate the operation hours;
- Using T5 energy-saving fluorescent lights extensively in office areas;
- Using illumination control to lighting facilities at conference rooms;
- Removing some light tubes to reduce non-essential lighting in ancillary areas, while maintaining adequate illumination;
- Lowering the illumination of ancillary area after office hours;
- Closing internal windows in air-conditioned areas; and
- Encouraging staff to use stairs instead of elevators.

(e) Procurement from Suppliers/Contractors

- Procuring plain paper fax machine and other energy efficient office equipment and electrical appliances;

- Considering 'trade-in option' in procurement of office equipment as far as practicable;
- Requiring cleansing contractors to use plastic bags made of degradable materials or recycled plastic; and
- Acquiring stationery made of recycled materials as far as possible;

(f) Publicity/Education

- Circulating guidelines on green environment to staff regularly.

(g) Measures at Festive Seasons

- Sending electronic seasonal greeting cards during festive seasons; and
- Minimising the use of decorative materials and reusing them.

(h) Other Measures

- Using unleaded fuel for departmental vehicles;
- Maintaining a non-smoking environment in office premises;
- Full-scale use of plastic bags made of recycled materials or with degradable contents for collection of refuse and paper shreds; and
- Promoting a green working environment by provision of greenery and plantings in office.

### **Green Management Performance**

6. The green measures taken in 2007 and 2008 were generally effective. The Bureau will continue to monitor the environmental performance closely.

### **Commitment to Clean Air Charter**

7. The Chief Executive signed the Clean Air Charter on behalf of the Government of the HKSAR on 27 November 2006. To support the Government's commitment to improve air quality, we will continue to, in addition to the above efforts:

- remind our driver/chauffeurs to switch off vehicle engines whilst awaiting, and encourage the shared use of cars among colleagues;
- reduce the use of air-conditioners by using electric fans to improve air circulation and increase fresh air supply in office;
- maintain room temperature at 25.5°C during summer months; and
- remind staff to switch off lighting and electrical appliances and equipment when not in use.

## **Green Targets in Future**

8. In addition to the green measures now in place, the Bureau will continue to make use of information technology to process our work and to disseminate information whenever possible in order to reduce the use of paper. We aim to reduce the use of photocopying paper and increase the quantity of waste paper collection in the coming years. This is the first Environmental Report since the set up of the Bureau. We will take Year 2008 as the base year and report our green management performance in the next report and onwards.

9. We will also encourage our staff to attend training/workshops on issues related to green management and environmental protection, and regularly review the green measures with a view to identifying new initiative to reduce resource consumption.

## **Comments and Suggestions**

10. We welcome your views and suggestions on this Environmental Report. Please contact us by the following means:

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