

# **Labour and Welfare Bureau Environmental Report 2019**

## **Introduction**

This Environmental Report gives an account of the measures taken by the Labour and Welfare Bureau (LWB) in green management in 2019.

## **Key Responsibilities**

2. LWB is responsible for policy matters relating to social welfare, labour, manpower development and vocational training/retraining, women's interests and poverty alleviation work. Its establishment stood at 122 posts as at 31 March 2019.
3. LWB's main office operates in the Central Government Offices (CGO) at Tamar, the building management of which is undertaken by the Director of Administration, while the Secretariat of the Community Investment and Inclusion Fund is accommodated in a commercial building, viz. Chinachem Exchange Square in Quarry Bay.

## **Environmental Goal**

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

## **Green Measures Taken in 2019**

5. LWB's activities are largely office-based. In 2019, LWB continued to implement the green measures taken in the past years and explore new initiatives aiming at achieving a more healthy and sustainable working environment. Details of the environmental measures taken are as follows –

### **(a) Minimising Paper Consumption**

#### *Dissemination by electronic means*

- Using e-mails extensively for internal and external communication and transmitting documents for editing and review;

- Disseminating information and publicity materials by electronic means within the Bureau as well as with members of the public;
- Using e-bulletin board and e-mails for dissemination of internal circulars, guidelines, forms and notices; and
- Adopting the Government-to-Employee (G2E) services, such as e-Payroll and e-Leave system.

*Economy use of paper*

- Requesting minimal numbers of hard copies of government newsletters/publications;
- Keeping the numbers of copies of paper publications to the minimum;
- Using printers/photocopiers with double-sided copying functions;
- Setting double-sided printing and printing in grayscale as default modes for all network printers and photocopiers;
- Using the blank side of used paper for drafting, printing and photocopying;
- Minimising the numbers of photocopies, and using both sides of paper if printing/photocopying is unavoidable;
- Using e-fax service;
- Avoiding use of fax leader pages;
- Avoiding use of envelopes for unclassified documents;
- Avoiding issue original documents which have been sent by fax or e-mail; and
- Minimising subscription of newspapers and magazines.

**(b) Waste Recovery**

- Using recycled paper on a full scale;
- Reusing envelopes and using transit envelopes;
- Reusing loose minute jackets and action tags;
- Collecting used and unused stationery for re-distribution;
- Placing collection boxes near photocopiers for collecting one-sided used paper for reuse or drafting purpose;
- Reusing carton boxes for storage;
- Collecting used paper, newspaper, publications and printer toner cartridges for recycling;
- Collecting waste metal, glass and plastic items for recycling;
- Posting notices on the Central Cyber Government Office (CCGO) to publicise the availability of surplus store items to ascertain whether they are needed by other bureaux/departments and transferring surplus furniture and equipment to other bureaux/departments for further use; and
- Selling surplus furniture, such as steel racks, to contractors for recycling.

(c) **Energy Conservation**

- Turning off air-conditioning units, lighting and office equipment when they are not in use;
- Using T5 energy-saving fluorescent lights extensively in office areas;
- Using motion sensors for lighting control in both office and common areas;
- Diversifying and re-mapping the lighting areas;
- Using LED desk lights with longer service life and higher energy efficiency;
- 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;
- Lowering window blinds to reduce solar gain;
- Setting all photocopiers to automatic energy saving mode;
- Ensuring proper maintenance of bureau vehicles to avoid unnecessary energy consumption; and
- Practising car pooling and task combination as far as practicable to achieve multiple objectives in one journey instead of arranging separate trips.

(d) **Green Purchasing**

- Procuring plain paper fax machine and other energy efficient office equipment and electrical appliances;
- Procuring electrical appliances, such as refrigerators, with Grade 1 Energy Efficiency Label;
- Trading in office equipment, such as photocopiers, in procurement;
- Acquiring green stationery, such as refillable ball pens and items made of recycled materials, supplied by the Government Logistics Department;
- Requiring cleansing contractors to use plastic bags made of degradable contents or recycled materials for collection of refuse and paper shreds on a full scale;
- Reviewing regularly the usage rate of stock items that have expiry dates; and
- Arranging bulk purchase and delivery to reduce individual product packaging.

(e) **Publicity/Education**

- Circulating guidelines and tips on green environment to staff regularly and posting them on e-bulletin board;
- Reminding staff to turn off computers and office equipments when they are not in use;

- Displaying posters/stickers with messages of protecting environment in office areas;
- Including green messages in the Christmas Party's game to promote staff's environmental awareness;
- Encouraging staff to attend training/seminars/workshops/briefings as well as participate in activities on environmental issues and green management, for example the Green Day organised by the Community Chest and the Earth Hour organised by the World Wide Fund for Nature; and
- Circulating the monthly waste and recycling statistics regularly to staff to promote waste minimisation.

**(f) Green and Healthy Working Environment**

- Using auto-sensitised water taps in toilets;
- Promoting a green working environment by placing greenery and plantings in office;
- Maintaining a non-smoking environment in office premises;
- Improving air quality in office by cleaning air ventilation systems regularly;
- Cleaning and maintaining office facilities, including furniture and equipment, carpet and distilled water dispensers, regularly; and
- Participating in indoor air quality inspection.

**(g) Measures During Festive Seasons**

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

**(h) Other Measures**

- Appointing a green executive in each division/team/office of LWB to promote and implement green measures on a division/team/office basis;
- Declining souvenirs and gifts as far as possible when officers attending events and functions;
- Avoiding bestowal of souvenirs in LWB's events and activities;
- Serving drinking water in glasses during meetings;
- Avoiding the use of bottled water, paper cups and plastic utensils in LWB's meetings and activities; and
- Recording the weight of daily general waste/recyclables to monitor the trend of waste generation in the office.

## **Commitment to Clean Air Charter**

6. LWB abides by the commitments stated in the Clean Air Charter. In addition to the green management efforts as listed out in paragraphe 5 above, LWB will continue to –

- use unleaded fuel for bureau vehicles;
- require drivers/chauffeurs to switch off vehicle engines whilst awaiting;
- encourage the share use of government vehicles among colleagues; and
- maintain room temperature at 25.5°C during summer months.

## **Green Management Performance**

7. The green measures taken in 2019 were generally effective. LWB's main office located at CGO is under the management of the Administration Wing. Green measures on conserving electricity consumption and waste recycling among bureaux and offices in the building are centrally monitored by the Administration Wing. Regarding the leased office accommodation in Quarry Bay, the overall electricity consumption has decreased by 2.16% in 2019 as compared to 2018. This office has also been awarded with Good Class IAQ Certificate. LWB will continue to closely monitor the environmental performance.

## **Way Forward**

8. Apart from continuous implementation of the green measures now in place, LWB will continue to explore new green initiatives and enhance the environmental awareness among our staff by –

- promoting the 3Rs principle of “Reduce, Re-use and Recycle” in office management;
- arranging/encouraging green executives to attend training/seminars/workshops/briefings on environmental issues and green manangement;
- reviewing LWB’s green measures from time to time to seek continual improvement and identifying new initiatives to reduce resource consumption;
- promoting waste reduction and striving to reduce office/pantry/washroom waste; and
- reminding our staff to bring their own reusable tableware instead of disposable tableware for take-away meals.

## Comments and Suggestions

9. LWB welcomes your views and suggestions on this Environmental Report. Please contact this Bureau by the following means –

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May 2020