

在職家庭及學生資助事務處 二零一五年環保報告

**Working Family and Student Financial
Assistance Agency
Environmental Report 2015**





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引言

INTRODUCTION

在職家庭及學生資助事務處致力於使用符合環保的方式以改善工作環境及提供公共服務。

The Working Family and Student Financial Assistance Agency (WFSFAA) is committed to improving its working environment and providing public services in an environmentally responsible manner.

我們為本港有需要的家庭提供專設的資助，支援兒童及青年求學，以及鼓勵在職家庭持續就業，自力更生。在 2015/16 學年，我們就各項學生資助計劃共收到約 860 000 份申請。

We are committed to providing dedicated financial assistance to needy families in Hong Kong, supporting children and youths receiving education and encouraging working families to stay in active employment for self-reliance. In the 2015/16 academic year, we have received around 860 000 applications under various student financial assistance schemes.

儘管本處需要處理大量申請，我們仍然積極推行各種環保措施以減少廢物、節約能源、提倡「循環再用」資源，以及提高員工的環保意識。

Despite the large number of applications processed by WFSFAA, we act consciously in the implementation of green measures for minimising waste, conserving energy, promoting recycling of resources and arousing staff awareness in environmental conservation.

本報告概述本處於 2015 年所採取的環保措施及成效，以及期望於 2016 年達到的目標。

This report aims to cover the green measures adopted by WFSFAA, our achievements in 2015 and the objectives that we set for 2016.



二〇一五年的環保措施

ENVIRONMENTAL MEASURES 2015

由於本處的日常運作主要是在辦公室內進行，我們主要的環保措施包括：(1)節約用紙；(2)節約能源；(3)資源回收及循環再用；以及(4)減少污染及營造一個綠化的工作環境。我們亦會不時提醒員工善用資源，減少製造廢物。

我們致力推行下列的環保措施，以改善我們的環境：

1) 節約用紙

- 定期再次傳閱有關節約用紙的通告，以提倡員工盡量減少用紙；
- 減少影印和避免印製過量複本；
- 使用雙面影印或列印；
- 增加使用電郵通訊，以代替便箋；
- 將電郵通訊推及至更多員工；
- 將分享使用的資料放在部門電子報告板上，以取代複製影印本給使用者；
- 利用已使用的紙張空白的一面作接收傳真、草擬及影印等用途；

Since this Agency operates under an office type environment, the major environmental measures are confined to (1) Economisation of Paper Consumption; (2) Energy Saving; (3) Reuse and Recycling of Resources; and (4) Minimisation of Pollution and Establishment of a Green Workplace. Staff members are regularly reminded to economise the use of resources and reduce waste production.

We are committed to improving our environment by adopting the following measures:

1) Economisation of Paper Consumption

- Promoting the message of economisation of paper consumption by regular re-issue of circulars to all WFSFAA staff;
- Minimising photocopies and avoiding producing excessive copies;
- Practising double-sided photocopying or printing;
- Maximising the use of electronic mails instead of memos in hardcopies;
- Extending the use of emails to more staff;
- Posting share-use materials on the Agency's internal bulletin board instead of making hardcopies to individual users;
- Using the blank side of used paper for receiving fax, drafting or photocopying;



二〇一五年的環保措施

ENVIRONMENTAL MEASURES 2015

- 循環使用舊信封及檔案封套；
 - 傳真文件時，避免使用傳真蓋頁；
 - 將電子處理假期申請系統的使用推廣至更多合約員工；
 - 提倡使用「學資處電子通-我的申請」網上遞交指定的學生資助計劃申請及上載有關證明文件；
 - 發送電子節日賀卡；
 - 使用部門電子電話簿，代替印刷本。
- Reusing envelopes and loose minute jackets;
 - Avoiding the use of fax cover sheets;
 - Extending the e-leave system to more contract staff;
 - Promoting the use of online application submission and uploading of supporting documents for designated financial assistance schemes through SFO E-link – My Applications;
 - Sending electronic seasonal greeting cards;
 - Replacing the Agency's internal hardcopy telephone list with an electronic list.

2) 節約能源

- 關掉無人使用的電燈或電器；
- 張貼有關“節約能源”的告示及標籤於當眼處以提醒員工；
- 使用更具能源效益的照明燈及電器；
- 使用百葉簾以調節射進室內的陽光強度，以配合不同季節的需要；
- 如發現“冷點”，立即要求保養維修人員檢查及調節有關設備；
- 經常保持空調房間的門關閉；
- 鼓勵員工在可行的情況下，應盡量使用樓梯代替升降機上落樓層；

2) Energy Saving

- Switching off lights or electronic appliances when not in use;
- Affixing 'saving energy' notices and stickers on prominent places to remind staff;
- Using “energy-efficient” lighting and appliances;
- Using venetian blinds to adjust the penetration of sunlight to suit different seasons;
- Requesting maintenance staff to check and adjust the air-conditioning system if “cold spots” are located;
- Always keeping the doors of air-conditioned rooms closed;
- Encouraging staff to use staircases instead of lifts, if possible;



二〇一五年的環保措施

ENVIRONMENTAL MEASURES 2015

- 除需要長時間加班工作，否則辦公時間以外一律停止空調及照明系統；
 - 於飲水機及影印機安裝時間掣並設定於非辦公時間內關掉電源以節省能源；
 - 為辦公室設備設定在辦公時間內暫停使用時進入「睡眠模式」；
 - 購買並使用貼有能源效益標籤的電器用品。
- Except for zones having prolonged overtime work, provision of air-conditioning and lighting will stop after office hours;
 - Providing water dispensers and photocopiers with timers to switch power off during non-office hours for energy saving;
 - Setting 'sleep mode' in office equipment when not in use during office hours;
 - Procuring and using electric appliances affixed with the Energy Efficiency Labels.

3) 資源回收及循環再用

- 回收可供循環再造的紙張；
- 回收已用完的打印機或傳真機碳粉盒；
- 於採購物料及辦公室文具時，會盡量選購符合環保的產品，如再造紙等；
- 設置環保回收箱收集可再用的信封及紙張；
- 循環使用節日裝飾品。

3) Reuse and Recycle of Resources

- Collecting waste paper for recycling;
- Collecting used toner cartridges of printers and fax machines for recycling;
- Choosing green products in procuring stores and office stationery such as recycled paper, etc. as far as practicable;
- Putting up green boxes to collect reusable envelopes and papers;
- Reusing decorative accessories for festival decorations.



二〇一五年的環保措施

ENVIRONMENTAL MEASURES 2015

4) 減少污染及營造一個綠化的工作環境

- 支持『清新空氣約章』，如車輛在一段時間內無需運作時，會把汽車引擎關掉，並善用天然光線；
- 執行無煙工作間及保持環境清潔；
- 栽種更多盆栽，美化工作環境；
- 安排部門車輛一次過接載工作地點相近的外勤員工；
- 鼓勵外勤員工使用公共交通工具；
- 轉用電動車作為部門車輛；
- 加強同事環保意識，鼓勵他們參與環保活動及培訓。

4) Minimisation of Pollution and Establishment of a Green Workplace

- Supporting the “Clean Air Charter”, such as switching off the engine of vehicles when they are left idle for a considerably long time, and maximising the use of daylight;
- Maintaining a smoke-free and clean workplace;
- Increasing the number of potted plants to beautify our working environment;
- Scheduling the same departmental car trip for users whose destinations are close to one another;
- Encouraging officers to use public transport when performing outside duties;
- Replacing the departmental petrol car by electric vehicle;
- Promoting staff awareness and participation in activities and training on green management.



二〇一五年的工作成效 ACHIEVEMENTS IN 2015

本處於 2015 年推行的環保措施，取得以下成效：

With the implementation of our green measures, we have made the following achievements in 2015:

1) 節約用紙

- 員工已習慣透過電郵或部門電子告示板查閱通告及電話簿等，省卻複製影印本的紙張；
- 員工於進行列印及覆印、接收傳真、草擬及影印等用途時已習慣使用環保紙張取代一般白紙；
- 將部門出版的刊物上載於本處網頁，減少了刊物的印行數量；
- 所有員工均可透過使用電子工具作內部相互之溝通；
- 現時所有核心非公務員合約員工已可透過電子處理假期申請系統處理假期申請事宜；
- 購入可雙面列印的打印機以取代只有單面列印/手動雙面功能的型號，現時本處所有打印機均備有雙面列印功能；
- 「資助專上課程學生資助計劃」及「全日制大專學生免入息審查貸款計劃」的申請人現可網上遞交申請及上載有關證明文件。

1) Economisation of Paper Consumption

- Staff are used to check circulars and the internal telephone list through email or internal bulletin board and hence reducing the need for photocopies;
- Staff are used to use recycle paper, instead of virgin paper, for printing and photocopying, receiving fax, drafting or photocopying;
- Departmental publications were uploaded onto the homepage of WFSFAA and the number of printed copies was reduced;
- All staff are provided with mail accounts for internal communication by electronic means;
- All core contract staff can use the e-leave system in applying and processing their leave application;
- Desktop printers which do not have duplex printing function were replaced. All printers in this Agency are now equipped with duplex printing function;
- Applicants of Tertiary Student Finance Scheme - Publicly-funded Programmes and Non-means-tested Loan Scheme for Full-time Tertiary Students are now able to submit their applications online and upload supporting documents.



二〇一五年的工作成效 ACHIEVEMENTS IN 2015

2) 節約能源

- 長期保持空調室溫至攝氏 25.5 度；
- 員工對於報告“冷點”的意識提高，於需要時會要求保養維修人員協助調節冷氣設備；
- 員工於離開辦公室前已關掉所有電器及電燈；
- 於更換光管時安排以 T5 光管取代 T8 光管以節省能源。

3) 資源回收及循環再用

- 於 2015 年回收可供循環再造的紙張重量為 69 007 公斤，較 2014 年增加約 40%；
- 於 2015 年使用可回收打印機或傳真機碳粉盒的數量為 929 個；
- 於 2015 年使用有再造成分的紙張佔總用紙量的 97%；
- 循環使用所有節日裝飾品。

2) Energy Saving

- Maintain air-conditioned room temperature at 25.5°C during the year;
- Staff are aware of the procedure of reporting “cold spots”. Assistance from the maintenance staff will be sought to adjust the air-conditioning system when necessary;
- Staff have switched off all electrical equipment and lightings before leaving the office;
- T5 fluorescent tubes are used for the replacement of the existing T8 types to economise power consumption.

3) Reuse and Recycle of Resources

- 69 007 kg of waste paper was collected for recycling in 2015, representing an increase of 40% against 2014;
- 929 pcs of recyclable toner cartridges for laser printers and fax machines were consumed in 2015;
- The percentage of the use of recycle paper to the total paper consumption in 2015 is 97%;
- All decorative accessories for festival decorations were reused.



二〇一五年的工作成效 ACHIEVEMENTS IN 2015

4) 減少污染及營造一個綠化的工作環境

- 於 2015 年，本處共栽種了 57 個盆栽及植物以美化工作環境；
- 外勤員工需要外出工作時，已盡量使用公共交通工具代替部門車輛。

4) Minimisation of Pollution and Establishment of a Green Workplace

- 57 potted plants have been placed at offices in 2015 for beautifying our working environment;
- Staff have used public transport instead of the departmental car when performing outside duties.



二〇一六年的環保目標

ENVIRONMENTAL OBJECTIVES FOR 2016

在職家庭及學生資助事務處仍會繼續堅守環保責任，並加強灌輸環保意識給員工。為了持續進步，我們的 2016 年環保目標包括：

This Agency will continue to shoulder its environmental responsibility and strengthen the environmental awareness of our staff. To strive for continuous enhancements, our environmental objectives for 2016 include:

1) 節約用紙

- 繼續研究使用電子申請表格；
- 於辦公室內只供應有再造成分的紙張；
- 為營造環保工作環境及達致更快捷的傳達訊息方式，將部門培訓教材、人事調動通告、內部通告等上載到本處內聯網以充分利用內聯網方便更新及瀏覽，減少存取印刷本。

1) Economisation of Paper Consumption

- Continue to explore the use of electronic application forms;
- Only recycled papers will be provided in this Agency;
- Make optimum use of the Department's Intranet to enable more environmental friendly and speedy internal information transmission. Induction folders, training materials, staff posting notice, internal circular, etc were uploaded onto the Intranet to facilitate updating and retrieval online and dispense with the keeping of personal printed copies.

2) 節約能源

- 繼續安排以 T5 光管取代現時使用中的 T8 光管，並於所有新設辦公室全面安裝 T5 光管，以節省能源；
- 繼續節約用電，確切執行節約能源的措施；
- 為大部分影印機及飲水機安裝時間掣。

2) Energy Saving

- Continue to arrange for the replacement of all T8 fluorescent tubes by T5 types, and install T5 fluorescent tubes at new offices to conserve more energy;
- Continue to economise electricity consumption by close adherence to the energy saving measures;
- Install timers on most photocopiers and water dispensers.



二〇一六年的環保目標

ENVIRONMENTAL OBJECTIVES FOR 2016

3) 資源回收及循環再用

- 減少製造廢物及預期整體廢物回收增加 10%；
- 制定檔案存廢時間表，並按時向政府檔案處申請批准銷毀檔案；
- 定期檢視可申請銷毀的檔案清單，並安排銷毀過時行政檔案。

4) 減少污染及營造一個綠化的工作環境

- 鼓勵員工於會議時減少使用樽裝飲品；
- 於辦公室內添置盆栽以增加綠色空間；
- 於採購各類物品時考慮是否符合能源效益及可循環使用等環保元素；
- 繼續鼓勵員工參與環保工作及活動；
- 繼續研究切合工作情況的適當措施，以達至『清新空氣約章』的要求。

3) Recycle and Reuse of Resources

- Minimise waste production and increase the overall collection of wastes for recycling by 10%;
- Establish disposal schedules for Programmes Records in all Sections and seek Government Records Service's approval on the disposal schedules on a periodic basis;
- Review of the files lists for the disposal schedules for programmes records and coordinate the disposal of time-expired administrative and programmes records.

4) Minimisation of Pollution and Establishment of a Green Workplace

- Encourage our staff to reduce the consumption of bottled beverages at meetings;
- Enhance green workplace by placing potted plants in office area;
- To adopt green procurement when purchasing relevant products. We will consider environmental factors and incorporate green specifications, such as energy efficiency and recyclability when purchasing relevant products;
- Continue to encourage our staff to participate in environmental protection practices and activities;
- Continue to explore appropriate measures specific to the nature of our operation to fulfil the commitments of the "Clean Air Charter".



意見 COMMENTS

如有任何意見，請用以下方法與本處聯絡：

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