

CORPORATE ENVIRONMENTAL PROTECTION

Environmental policy and objectives

In support of the Government's commitment to set a good example in environmental protection, the Department implemented the Green Manager Scheme in November 1993 to enhance green housekeeping measures in the workplace.

In June 1996, the Department issued a policy statement on environmental protection and assigned a Departmental Green Manager to promote corporate green culture within the department, remind staff of the department's environmental policy, enhance their awareness in green housekeeping practices, inspire their participation in green management programmes, initiate new action plans where appropriate in supporting the Government's long-term strategy on environmental protection and monitor the implementation of various green measures. Since 1998, the Department has incorporated in its annual departmental report major green management initiatives and performance.

Staff participation

To enable the effective implementation of various green measures, staff's support and vigorous participation are of particular importance. In this regard, the Department encourages staff to give suggestions on new initiatives of green management through the Staff Suggestion Scheme. Over the years, many practicable green proposals put forth by staff have been adopted.

Individual services of the Department have assigned energy wardens to monitor energy consumption in workplace and the implementation of various green housekeeping

企業環境保護

環保政策及目標

為支持政府承諾成為環保典範，衛生署於一九九三年十一月推行「環保經理計劃」，在工作場所加強落實環保措施。

衛生署於一九九六年六月發表環保政策聲明，並委任部門環保經理，在署內推廣企業環保文化，提醒員工本署的環保政策，加強其環保管理意識，推動同事參與環保管理活動；又策劃各項新的行動計劃，以支持政府的長遠環保策略，並監察有關措施的落實推行。自一九九八年開始，本署把各項主要環保管理項目及其成效載述於年報內。

員工參與

為能有效地落實各項環保措施，員工的支持及積極參與尤其重要。在這方面，署方經常鼓勵同事透過公務員建議書計劃提出有關環保管理的新建議。多年來，很多切實可行的環保建議亦已被採用。

各服務單位主管指派同事擔當能源管理人，以監察其管理範圍內的工作間的耗電情況及各類環保管理措施的落實。現已有超過 200

measures in offices and clinic units under their purview. In this regard, over 200 energy wardens have been assigned.

Waste management

To enhance public awareness in separate waste recycling, the Department has participated in the Waste Separation and Recycling Campaign since 2002. Waste separation bins are placed in clinics and office floors of the Department to enable separate collection of waste paper, aluminium cans and plastic bottles by waste collectors for recycling. This year, a total 10 612 kg of waste papers were collected for recycling. In addition, empty toner cartridges of colour printers and laser printers have been separately collected for recycling.

The Department follows the guidelines issued by the Environmental Protection Department (EPD) in segregation, packaging, labelling and storage of clinical wastes and chemical wastes. In this regard, clinical wastes, chemical wastes and domestic wastes arising from clinics or laboratories are segregated from each other. Clinical wastes such as sharps boxes, and used dressings are placed in red plastic waste bags, properly labelled, securely fastened and temporarily stored in the designated area before being carried away by clinical waste collectors for disposal. The designated area for clinical waste storage is also provided with visibly clear warning sign, protected from water and rain, always kept clean and dry and secure from unauthorised persons.

To comply with the Waste Disposal (Chemical Waste) (General) Regulation, chemical wastes arising from clinics or laboratories are segregated from clinical wastes and domestic wastes, temporarily stored in a designated area which is only accessible by clinic staff and collected by the EPD's licensed collectors for disposal. Domestic wastes are placed in normal black plastic waste bags for disposal.

位同事擔當能源管理人。

廢物管理

為加強公眾對廢物分類回收的意識，本署於二零零二年開始參與「廢物分類及回收運動」。在診所及辦公室樓層內設置廢物分類回收箱，以便廢物收集商分類回收廢紙、鋁罐及膠樽作循環再用。本年度回收的廢紙總數量為10 612 公斤。另外，本署亦有安排分類回收用完的彩色打印機墨盒及鐳射打印機碳粉盒，作循環再用。

本署依照環保署所發的指引處理醫療廢料及化學廢料，包括分隔、包裝、標籤及儲存。診所或實驗室產生的醫療廢料、化學廢料及家居廢物，均分開處理。醫療廢料，如利器盒和已使用的敷料，均放進紅色塑料廢物袋內。盛載醫療廢料的紅色塑料廢物袋須貼上適當標籤，袋口須妥為紮緊，並在負責收取醫療廢料的有關人員運走處置之前，移至指定地點暫時存放。用作暫放醫療廢料的地方，亦要提供清晰可見的警告標誌，防水防雨，並經常保持清潔乾爽，及嚴禁未經授權人士進入。

為遵守《廢物處置(化學廢物)(一般)規例》，化學廢料須與醫療廢料及家居廢物分開處理，並暫放在只准許有關職員進出的指定化學廢料儲存地方，由環保署特許的化學廢物處理承辦商安排收集及處置。一般家居廢物則放進黑色塑料廢物袋內以作處置。

Economical use of paper

The Department has adopted the following housekeeping measures to economise the use of paper:

- Use blank side of used papers for printing or writing to reduce paper consumption;
- Reuse envelopes and file jackets;
- Use both sides of a paper for drafting and double-sided copying as far as possible;
- Rollout e-Leave system for staff with electronic mail account to replace printed leave application form;
- Avoid using fax leader page as far as possible;
- Encourage staff to make better use of electronic means in disseminating health messages such as uploading publications onto departmental website to keep printed publications to the minimum;
- Maximise the use of Internet and electronic mail facilities for communication to replace hardcopies;
- Cease internal circulation of hardcopies of clinic time table, telephone directory etc to reduce paper consumption; and
- E-forms for various licensing applications of the Department have been made available to the public on the government's official website.

Green purchase

The Department has implemented the following green procurement initiatives to support the use of environmentally friendly products:

節約用紙

衛生署採取了下列環保措施，以節約用紙：

- 盡量利用已用過紙張的空白一面作打印或書寫用途，以減少用紙量；
- 信封及檔案夾回收再用；
- 盡量利用雙面影印及紙張雙面使用；
- 持有電郵戶口的同事已採用電子處理假期申請系統，以取代紙張印製的假期申請表；
- 傳真時盡量避免附加面頁；
- 鼓勵同事多利用電子方式發布健康訊息，例如在部門網站登載刊物，以減少出版紙本刊物的數量；
- 增加利用電子郵件傳遞信息，以取代紙張文件傳閱；
- 停印一些供同事內部傳閱的印刷品，例如診所時間表及部門總部電話名冊，以減少用紙；及
- 不同種類的衛生署牌照電子申請表格也可從政府網頁下載。

環保採購

本署亦有推行下列的環保物料採購建議，以支持使用較具環保效益的產品：

- Extended use of recycled paper;
- Plain paper fax machines to replace thermo fax machines so that making a second copy of the thermo fax for filing purpose is not required;
- Photocopiers with double-side copying feature;
- Clinical waste bags and sharps boxes which are not made from polyvinylchloride (PVC) materials and are capable of safely incineration;
- Use of plastic bags with recycled material;
- Use of degradable/recycled materials for outsourced cleansing service becomes one of the requirements in the service tenders;
- Mercury-free blood pressure monitors and thermometers;
- Liquid crystal display (LCD) monitors to replace old cathode ray tube (CRT) monitors for more effective energy saving; and
- Recycled and reusable stationery and other office supplies such as refillable ball-pens, reusable toners and printer cartridges etc.
- 廣泛使用可循環再造紙張；
- 採用普通紙張傳真機來取代熱能紙張傳真機，因此無須把傳真本再影印作存檔用途；
- 採用有雙面影印功能的影印機；
- 採用不含 PVC 塑膠物料並可安全焚化的醫療廢物袋及利器盒；
- 採用循環再造塑料的塑膠袋；
- 策劃外判清潔服務合約時，使用循環再造或可分解的清潔物料規定為必需條件；
- 採用不含水銀的血壓計及溫度計；
- 採用更具節能效益的液晶顯示器來更換老化極射線顯像管顯示器；及
- 採用可回收及循環再用的辦公室文具物資，如可更換筆芯的原子筆、可循環再用的打印機墨盒及鐳射打印機碳粉盒等。

Energy conservation

The Department has adopted the following energy saving measures:

- De-lamping lights to the minimum required for illumination and switching off lights and non-essential electrical appliances while not in use;
- Conducting energy audit survey for individual clinic buildings of high energy consumption to identify practical and effective energy saving measures;

節約能源

衛生署採取了下列環保措施，以節省能源：

- 將燈光調配至最低照明水平；在無需使用時，關掉非必要的電器設備；
- 為個別耗電量大的診所大樓進行能源審核調查，研究有效可行的節能措施；

- Modifying group lighting switches to individual switches;
- Installing air curtains at clinic entrances to prevent infiltration of un-treated hot and cold air from outside;
- Replacing magnetic ballasts by electronic ballasts and change T8 fluorescent tubes to the more efficient T5 fluorescent tubes;
- Replacing conventional illumination signs of emergency exit in clinics by light-emitting diode (LED) signs to step up measures in achieving energy saving; and
- Maintaining indoor temperature at 25.5°C during summer months for general offices and public areas equipped with air-conditioning facilities provided that the normal operation of essential medical services will not be affected.
- 將分組式燈光開關改為獨立式開關設計；
- 在診所入口加裝風閘，以防止滲入未經處理的外來熱及冷空氣；
- 以電子鎮流器取代用電較高磁鎮流器，並以效能較高的T5 螢光管，取代 T8 螢光管；
- 為加強節約能源，增加採用耗電量較低的發光二極管(LED)指示燈取代現時裝置在診所內的傳統緊急逃生指示燈；及
- 在不影響重要醫療服務正常運作的情況下，把一般辦公室及公眾地方，在夏季月份的室內空調溫度，保持於 25.5°C 的水平。

Air quality improvement

Being the Government's health adviser, the Department has been taking a leading role in the smoke-free workplace policy since 1982. This policy has been applied to all institutions of the Department since 1996.

From both the green management and the infection control aspects, adequate fresh air ventilation in the working environment of clinics and health centres is important for protecting the health of staff and the public. Since 1999, Indoor Air Quality (IAQ) tests and cleaning of air-ducts of air conditioning systems have been conducted by EMSD periodically for clinics and offices of the Department to enhance the operational efficiency of air conditioning systems and to ensure adequate fresh air ventilation.

To support reducing air pollution caused by exhaust emissions of vehicles, the Department

改善空氣質素

作為政府的衛生事務顧問，本署率先自一九八二年起推行無煙工作間政策。此項政策亦由一九九六年起在本署轄下所有服務單位執行。

在環保管理及感染控制方面，診所及健康中心的工作環境內須有足夠鮮風流通量，這對保障員工及市民的健康十分重要。自一九九九年開始，機電工程署已分階段為本署轄下各診所及辦公室，定期進行室內空氣質素測試及空調系統的風槽清潔工程，以提高空調系統的操作效能及確保有足夠的鮮風流通量。

另外，本署亦已採取以下措施，支持減低因汽車排放廢氣所產生

has taken the following measures:

- Encouraging staff to make use of public transport while performing outdoor duties; and
- Instructing all drivers in the Department to switch off their car engines while waiting and issuing circulars at regular intervals to remind them of this.

的空氣污染：

- 鼓勵外勤工作人員盡量使用公共交通工具，以及
- 指示本署司機停車熄匙，並不時發出通告提醒各司機職系同事。