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TUNG WAH GROUP OF HOSPITALS

TWGHs Green Workplace Guidelines

Purpose

This set of guidelines outlines the practices for staff to maintain a “Green Workplace”, by taking simple steps or procedures during daily operation to implement the green strategies of “Go Green on Energy” and “Conservation of Resources”.

Scope of Use

The guidelines are applicable to the general operation of TWGHs’ offices and workplaces.

Procedure

1.0 Energy Conservation

1.1 Energy Saving

- 1.1.1 Maintain the indoor temperature at 25°C, install thermometers at suitable locations to check and adjust the temperature setting. Affix conspicuous “Save Energy” stickers near the power switches as a reminder and designate staff to monitor the situation periodically.
- 1.1.2 Do not apply for extended air-conditioning supply except for genuinely required circumstances.
- 1.1.3 Use window blinds or curtains to effectively reduce direct sunlight penetration. Make good use of daylight to reduce the use of electric lighting whenever possible to minimize energy consumption.
- 1.1.4 Keep doors closed between air-conditioned and non air-conditioned spaces to prevent wastage of cooling power.
- 1.1.5 Switch on the air-conditioning system in the conference room only 15 minutes before meeting. Turn off the air-conditioning immediately after use before leaving the room.
- 1.1.6 Dress lightly in the hot summer months to minimize the use of air-conditioning.
- 1.1.7 Use energy-saving features and options for electrical appliances and office equipment, such as adopting the “sleep mode” of computers when idle.

- 1.1.8 Use energy saving light bulbs or fluorescent tubes.
- 1.1.9 Switch off unnecessary air-conditioners, lighting, electrical appliances (e.g. photocopiers), computers and monitors when they are not in use. Reduce the use of personal electrical appliances in the office/workplace.
- 1.1.10 Switch off unnecessary lighting in a large office/workplace or conference room.
- 1.1.11 Carry out regular checking and cleaning of equipment. If necessary, arrange for maintenance or replacement of parts to reduce power loss due to the use of malfunctioning appliances.
- 1.1.12 Encourage the use of staircases instead of taking the lift for inter-floor traffic.
- 1.1.13 Switch off unnecessary lighting during lunch time.
- 1.1.14 Switch off all unnecessary power supply when leaving the office/workplace.

1.2 Water Saving

- 1.2.1 Turn off water tap after use.
- 1.2.2 Notify the responsible person of any leaking water taps or pipes for repair to avoid wastage of water.
- 1.2.3 Install self-closing faucets to reduce water consumption.
- 1.2.4 Adjust the volume of flushing water cisterns to avoid excessive use of water.
- 1.2.5 Appoint staff to inspect the water supply system on a regular basis to ensure no leakage.

1.3 Fuels Saving

- 1.3.1 Properly plan the travel routes of vehicles to reduce fuel consumption.
- 1.3.2 Remind drivers to turn off the vehicle engines while idling.
- 1.3.3 Encourage staff to use public transport when performing out-of-office duties.

1.4 Green Procurement

- 1.4.1 Purchase locally made products or those imported from nearby areas or made of recycled materials.

2.0 Use Less and Waste Less

2.1 Paper Saving

- 2.1.1 Use computerized office equipment (such as high-speed scanners, digital senders, fax servers, etc.) to reduce paper consumption.
- 2.1.2 Make use of the "Digital Photo System" for storage of photo archives.
- 2.1.3 Communication/Dissemination of information by electronic means (i.e. via intranet, internet or email) as far as possible to minimize paper usage, use double-sided printing to save paper..
- 2.1.4 Make use of the internet for press and photo release.
- 2.1.5 Send files through e-mail, disk or CD-rom to reduce the production of hard copies.
- 2.1.6 Use both sides of paper and reuse envelopes.
- 2.1.7 Encourage the use of recycled paper.
- 2.1.8 Circulation of internal documents instead of making photocopies.
- 2.1.9 Adjust the margins and font size of documents to optimize the use of paper.
- 2.1.10 Avoid the unnecessary cover page (e.g. fax covering sheet).
- 2.1.11 Reduce the use of envelopes, and make use of "Circular Service" provided by Hong Kong Post to send out promotional materials.

2.2 Stationery Saving

- 2.2.1 Encourage staff to reuse binding rings, rope, envelopes, folders, etc.
- 2.2.2 Where possible, use green stationery such as refillable ball pens and mechanical pencils.
- 2.2.3 Remind staff of the "First-in, First-out" principle in using stationery.
- 2.2.4 Where possible, print less to save ink or toner.

2.3 Utensils Saving

- 2.3.1 Reuse tableware, cups and glasses to reduce the use of disposable eating utensils.
- 2.3.2 Use environmentally friendly cleaning products for washing utensils (such as biodegradable or non-phosphorous detergent, replaceable soap, etc.).

- 2.3.3 Serve drinks with teapots and reusable cups / glasses instead of plastic bottled water at meetings, to reduce plastic wastage.
- 2.3.4 Encourage staff to bring their own meal boxes so as to reduce using one-off meal boxes.
- 2.4 Minimize Packaging Materials
 - 2.4.1 Choose properly sized materials for packing.
 - 2.4.2 Choose waste papers as fillers for packing and / or reduce using fillers.
 - 2.4.3 Reuse boxes /fillers /other materials for packaging /storage /delivery.
 - 2.4.4 Handle and store materials carefully to reduce breakage and wastage.
- 2.5 Materials Saving
 - 2.5.1 Present less trophies and souvenirs or giving out potted plants.
 - 2.5.2 Reduce festive and decorative displays and try to exchange decoration materials with other divisions.
 - 2.5.3 Reduce one-off promotion banners, backdrops and easy-mount frames.
 - 2.5.4 Reduce distribution of bottled water and tetra-pack drinks.

3.0 Handling of Office Wastes

3.1 General Waste

- 3.1.1 Establish waste separation system, place recycling bins at convenient locations, encourage employees to participate in recycling of general solid waste (which can be divided into four main categories, namely, paper, metal, plastic and reusable items).

3.2 Waste Paper Recycling

- 3.2.1 Put waste paper recycling bins near the places of high paper consumption (such as photocopiers, printers, and fax machines).
- 3.2.2 Waste paper recycled can be divided into two categories, single-sided and used papers.
- 3.2.3 Avoid putting dirty (with food residue, sauce, etc.), or non-recyclable paper (such as carbon paper and paper with plastic components) into the waste paper recycling bins.

3.3 Printer Toner Cartridges

- 3.3.1 Collect used toner cartridges for picking up by appropriate recycling contractors.

3.4 Batteries Collection

- 3.4.1 Encourage the use of rechargeable batteries or solar electrical appliances (such as calculators) to reduce the disposal of batteries.
- 3.4.2 Collect used batteries for recycling / proper disposal.

3.5 Disposed Computers

- 3.5.1 Where possible, collect and reuse old computers or their accessories.

3.6 Indoor Air Quality

- 3.6.1 Place green plants in appropriate office areas where possible. Encourage staff to keep small green plants.

3.7 Collection and Records

- 3.7.1 Dispose of refuse in appropriate containers for regular collection by collectors to prevent odour.
- 3.7.2 Maintain records of waste disposed and recycled for different types of wastes.
- 3.7.3 Arrange pest control, ventilation system and carpet cleaning on a regular basis.

Monitoring and Checking

Arrange appointed staff to conduct regular inspections to ensure that all staff follow the above guidelines and ensure continuous and effective improvement.