

# Public Service Commission Secretariat

## Environmental Report 2021

### Introduction

This Report focuses on the green measures adopted in 2021 by the Public Service Commission (PSC) Secretariat (the Secretariat).

### The Secretariat's Work

The Secretariat supports the PSC in discharging its responsibility to ensure that matters relating to appointments and promotions in the middle and senior ranks of the civil service, and discipline for virtually all ranks are processed in a proper and equitable manner, and to advise the Chief Executive on the recommendations received from the Government. As at 31 December 2021, the Secretariat had an establishment of 33.

### Environmental Goal

The Secretariat strives for ensuring that its operations are conducted, through the optimum use of resources and energy, in an environmentally responsible manner.

### Green Measures Taken

In 2021, the Secretariat continued to adopt the following green measures in its daily activities and promoting an environmentally friendly culture –

#### *Minimizing Paper Consumption*

- ✧ Disseminating internal circulars and notices through the Secretariat intranet and emails;
- ✧ Using emails for correspondences and transmission of documents and electronic files as far as practicable;
- ✧ Using double-sided printing/photocopying;
- ✧ Using the blank side of used paper for drafting, printing and photocopying;
- ✧ Reusing envelopes, tags, file covers and loose minute jackets;
- ✧ Obtaining a copyright license for press cuttings for internal circulation to minimize hardcopies;
- ✧ Sending electronic greeting cards in replacement of printed cards on festive occasions; and
- ✧ Uploading PSC Annual Reports for public access through the internet.

### ***Waste Minimisation and Recovery***

- ✧ Collecting file holders and used clips for re-use;
- ✧ Reusing plastic bags and carton boxes to collect waste recovery items;
- ✧ Reusing containers for hand sanitizer;
- ✧ Avoiding the use of one-off disposal items such as paper cups and plastic bottles/utensils;
- ✧ Using recyclable stationery items, reusing name plates for meetings and reusing decorative materials during festive seasons;
- ✧ Collecting waste paper, newspapers, outdated publications and toner cartridges for recycling;
- ✧ Placing waste separation bins for collecting plastic bottles and aluminum cans; and
- ✧ Posting notices on the Central Cyber Government Office to publicise the availability of surplus store items to ascertain whether they are needed by other bureau/departments and transferring surplus furniture and equipment to other bureau/departments for further use.

### ***Energy Conservation***

- ✧ Maintaining room temperature at 25.5°C in summer months;
- ✧ Lowering window blinds to reduce solar gain;
- ✧ Reminding staff regularly to switch off lights, fans and office equipment after office hours, during lunch break or when away from office;
- ✧ Setting all photocopiers to automatic energy saving mode;
- ✧ Ensuring proper maintenance of the departmental car, using unleaded fuel; and
- ✧ Reminding departmental driver to switch off vehicle engines while waiting to save energy and reduce vehicle emissions.

### ***Procurement***

- ✧ Selecting computers and electrical appliances with Energy Efficiency labels;
- ✧ Procuring green products which are durable and recyclable, e.g. recyclable laser printer toner cartridges, mechanical pencils, refillable ball pens and correction tapes;
- ✧ Using green stationery items supplied by the Government Logistics Department; and
- ✧ Including “trade-in option” in quotations when procuring office equipment such as fax machines and photocopying machines.

### ***Green and Healthy Working Environment***

- ✧ Using auto-sensitised water taps in toilets;
- ✧ Promoting a green working environment by placing greenery items and plants in office;
- ✧ Releasing storage space by using multi-storey racks;
- ✧ Using air cleaners to improve indoor air quality;

- ✧ Keeping the humidity of the storage area at an optimal level to reduce the risk of mould growth;
- ✧ Conducting Indoor Air Quality tests regularly and joining the Indoor Air Quality Certification Scheme;
- ✧ 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
- ✧ Conducting regular inspections of the workplace to ensure that the requirements for occupational safety and health are met.

### ***Publicity / Education***

- ✧ Issuing and circulating internal circulars / guidelines on environmental measures regularly, and uploading onto the intranet, so as to promote environmental awareness among staff; and
- ✧ Promoting and participating in green activities, e.g. Earth Hour 2021 and Green Low Carbon Day 2021.

## **The Way Forward**

Protecting the environment is an on-going process. We will continue to strive to implement measures to enhance green management and promoting environmental awareness among our staff members in the coming years.

## **Feedback and Enquiries**

Any comments or enquiries on this Environmental Report are welcome. You may contact us by the following means –

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