

# Public Service Commission Secretariat

## Environmental Report 2024

### Introduction

This Report focuses on the green measures adopted in 2024 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 2024, the Secretariat had an establishment of 34.

### 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 2024, 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 and adopting “double-sided printing” as a default printer setting;
- ✧ 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;
- ✧ Uploading PSC Annual Reports for public access through the internet; and
- ✧ Planning to implement the Electronic Recordkeeping System in early 2025, aimed at further reducing printing and paper consumption.

### ***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- ✧ Collecting waste paper, newspapers, outdated publications and toner cartridges for recycling;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;
- ✧ Switching off lighting and projector in the conference room immediately after use;
- ✧ Gradually adopting motion sensors for lighting control in office area;
- ✧ Setting all photocopiers to automatic energy saving mode; and  
Working closely with the Electrical and Mechanical Services Department to identify and adopt more energy saving options.

### ***Procurement***

- ✧ Selecting computers and electrical appliances with Energy Efficiency labels;
- ✧ Selecting recycled paper when procuring paper;
- ✧ 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;
- ✧ Regular stock taking of stationery so as to avoid over-ordering; 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 and dual flushing modes in toilets to reduce water consumption;
- ✧ Promoting a green working environment by placing greenery items and plants in office;
- ✧ Releasing storage space by using multi-storey racks;
- ✧ Keeping the humidity of the storage area at an optimal level to reduce the risk of mould growth;
- ✧ 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;
- ✧ Launching “Dress Casual Friday” to encourage staff to engage in sports and physical activities during spare time, so as to promote a healthy lifestyle; and
- ✧ Promoting and participating in green activities, e.g. Earth Hour 2024 and Green Low Carbon Day 2024.

### ***Clean Air Charter***

To implement the commitments under the Clean Air Charter, the Secretariat has adopted the following environmental standards/practices in improving air quality -

- ✧ Ensuring proper maintenance of the departmental car, using unleaded fuel, planning to replace the petrol vehicle by an electric vehicle in 2025 and to install a charging station in the parking area;
- ✧ Reminding departmental driver to switch off vehicle engines while waiting to save energy and reduce vehicle emissions;
- ✧ Reducing unnecessary traveling and utilizing public transport whenever possible;
- ✧ Using electric fans and air cleaners in office areas to improve ventilation and indoor air quality of workplaces;
- ✧ Conducting Indoor Air Quality tests regularly and joining the Indoor Air Quality Certification Scheme; and
- ✧ Further improving air quality in office by cleaning air ventilation systems regularly.

## **The Way Forward**

Protecting the environment is an on-going process. We will review the existing environmental practices regularly and 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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