



社會及環保報告
Social & Environmental Report





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關於本報告

這份機電工程署的環保報告，闡述我們年內在環保、社會和經濟方面的表現。本報告也為機電工程署提供一個與持份者溝通的平台，讓他們了解機電工程署在本港可持續發展及逐步邁向低碳生活之旅所擔當的角色。

範圍

本報告涵蓋機電工程署由2012年4月1日至2013年3月31日期間在本港的運作情況。報告內提供的數據均為實際數字，涉及機電工程署在全港各區的工作。在合適可行的情況下，各主要事項的數據已整合為可比較的數據。所有金額均以港元為單位。

原則

本報告參照《全球報告倡議組織G3指引》編寫。指標索引載於本報告最後部分，以供參考。

本報告的獨立核實聲明亦載於報告的最後部分。

ABOUT THIS REPORT

This is the annual publication of the Electrical and Mechanical Services Department (EMSD) reporting on its annual performance in environmental, social and economic aspects. This report also serves as a communication platform between EMSD and its stakeholders regarding its role in the sustainable growth of Hong Kong and the journey towards low carbon living.

SCOPE

This report covers the operations of EMSD from 1 April 2012 to 31 March 2013. All data are presented as absolute figures and cover the geographic locations in which EMSD operates. Data on priority issues have been normalised into comparable terms where appropriate and practical. All monetary terms are in Hong Kong dollars.

PRINCIPLE

This report makes reference to the Global Reporting Initiative (GRI) G3 Guidelines. A GRI Content Index is provided at the end of this report for easy reference.

An independent verification statement of this report is also attached at the back.



Challenges and Opportunities

可持續發展對機構的影響

香港作為國際都市，必須在發展快速的知識型經濟中維持經濟增長，並同時提高市民的生活質素。從可持續發展的角度來看，這表示機電工程署等機構必須以最有利生態環境的方式從事日常業務，善用資源、盡量減少廢物和污染。同樣重要的是，我們必須妥善照顧員工、客戶及其他持份者的安全、健康和福祉。與此同時，我們也須尋找和充分把握可持續發展所帶來的商機。

對規管服務的影響

可持續發展對我們的規管服務，也帶來不容忽視的影響。國際機構及本港的政策制訂者都要求優先處理可持續發展事項，例如管制排放物和減低能源強度。作為亞太經濟合作組織（亞太經合組織）的成員，香港全力支持2011年的《亞太經濟合作會議檀香山領袖宣言》，致力在2035年前將能源強度降低45%。

經濟增長、人口增加及氣候變化對自然資源造成的壓力，已促使多國領袖專注研究如何為經濟增長和發展創造更多可持續的模式，並為此制訂更嚴格的排放管制規例。我們的規管服務所面對的挑戰，是掌握當前的國際發展形勢，協助政府建立一個便利香港轉型為具能源效益及低碳經濟體的能源效益規管架構。

由於政府陸續制訂和實施更多能源效益法例，我們的執法工作也會相應增加。與此同時，由於業界及市民大眾需要更多有關能源效益、節約能源和可再生能源的資訊，以及深化對這些範疇的認識，我們會加強公眾教育工作。我們也會提升員工的能力以讓他們更有效地執行職務，並為香港引入適用的先進節能技術。

IMPACT OF SUSTAINABILITY ON THE ORGANISATION

As an international city, Hong Kong must maintain its economic growth in a fast-paced knowledge economy while at the same time improve the quality of life for its citizens. From a sustainability perspective, this means that organisations such as EMSD must find the most eco-friendly way to conduct its daily activities so that resources are used in an optimal manner with the least possible waste and pollution. Equally important is that the safety, health and general well-being of its employees, clients and other stakeholders must be well taken care of. At the same time, we must also identify and make full use of business opportunities arising from sustainable development.

Impact on Regulatory Services

The impact of sustainable development on our Regulatory Services is no less significant. Both international bodies and local policy makers call for priority attention to sustainability issues such as emissions control and energy intensity reduction. As a member of the Asia-Pacific Economic Cooperation (APEC), Hong Kong fully supports the APEC's Honolulu Declaration 2011, and will seek to reduce 45% of energy intensity by 2035.

The strain imposed on natural resources by economic growth, human population and climate change has prompted many leaders around the world to focus on ways to create more sustainable models for economic growth and development, which could lead to more stringent emission control regulations. The challenge for our Regulatory Services is to keep abreast of current international developments and help the government create an energy efficiency regulatory framework that is conducive to the transformation of Hong Kong into an energy efficient and low carbon economy.

As more energy efficiency legislations are enacted and implemented, our enforcement work will also grow. At the same time, our trades and citizens will need more information on energy efficiency and conservation as well as renewable energy, further boosting our public education work. We shall also step up our internal capabilities to perform these duties more effectively and, at the same time, introduce where appropriate state-of-the-art energy efficiency technologies into Hong Kong.

對營運服務的影響

目前全球經濟持續不穩，或會令我們的收益出現波動，加上通脹和技術人力資源短缺可能會提高營運成本，這些都對我們的業務帶來隱憂。為此，我們已持續採取措施以審慎控制成本，並使用各種方法提升生產力，例如加強員工能力、更廣泛使用資訊科技，以及爭取與客戶部門簽訂更多長期服務水平協議，使業務更趨穩定。

至於商機方面，明顯的例子是，客戶部門對我們的能源管理、節約能源和可再生能源等服務項目的需求日增。政府致力推行環保建築綱領，所有局和部門需以2007/08年度為基礎，在2009/10年度至2013/14年度減省耗電量5%，此措施也為我們的節約能源業務帶來更多商機。行政長官2010/11年施政報告中也重申，期望在2020年，香港的碳強度可以由2005年的水平減少五至六成。最近通過的《建築物能源效益條例》及政府公布的應對氣候變化行動綱領，也勢必使客戶對能源效益服務的需求大增。整體來說，由於客戶部門愈來愈明白能源效益和節約能源對經濟和環境的好處，我們的能源管理業務長遠而言可望持續增長。

Impact on Trading Services

A potential threat to our service viability is the likely fluctuation in revenue as a result of continued instability in the current global economic climate, as well as the threat of inflation and shortage in skilled manpower that could add to our operating cost. In response, we have continued to take prudent cost control measures, stepped up productivity by various means such as enhancing staff competence and wider application of technology, reviewed and enhanced resource management, and secured more long-term Service Level Agreements with client departments to add stability to our service.

As to opportunities, an obvious area is client departments' increasing demand for our energy management, energy saving and renewable energy project services. Further energy saving opportunities will also come from the government's commitment to its Green Building Framework which aims to reduce electricity consumption in all bureaux and departments by a total of 5% from 2009/10 to 2013/14 against the base year of 2007/08. The Chief Executive's 2010/11 Policy Address stated the aim of reducing the carbon intensity in Hong Kong by 50-60% by 2020, compared with the 2005 level. The newly enacted Buildings Energy Efficiency Ordinance and the release of the government's climate change action agenda are set to create greater demand for energy efficiency services. Overall, the energy management service is likely to grow in the long run as client departments become increasingly aware of both the economic and environmental benefits of energy efficiency and conservation.

機構對可持續發展的影響

規管服務

機電工程署的工作在多方面影響到可持續發展。我們的規管服務對可持續發展起正面作用。我們執行能源效益法例，並通過各種計劃、推廣活動和獎項，推廣能源效益和更廣泛應用可再生能源。當中的重要例子包括電氣產品的自願性和強制性能源效益標籤計劃、空調系統使用淡水冷卻塔計劃、建築物能源效益註冊計劃，以及《建築物能源效益條例》全面實施。年內，我們開展了廣泛的宣傳和教育工作，例如進行電視及電台宣傳、舉辦網上活動和設置網站、印製刊物、舉辦特別活動、為業界和市民舉辦講座和研討會等，以深化市民對具能源效益的生活方式的認識。

營運服務

我們的營運服務為本港各政府部門及公營機構提供機電工程服務，過程中涉及的辦公室運作及相關工程項目，無可避免會對環境造成影響。

為減少這些影響，我們實施了一套綜合管理系統，將品質、環境和職安健管理系統整合成一個流程框架，並找出未能符合要求的地方以作改善。與此同時，我們為客戶部門的節能及可再生能源計劃提供專業工程服務，協助他們直接減低能源消耗量和廢物產生量，亦對可持續發展帶來裨益。我們就採購環保車輛為客戶提供技術意見和支援，並為他們提供日常維修服務。我們也為環境局提供技術支援以推廣建築物能源效益資助計劃，就私人樓宇的能源及碳排放綜合審計與能源效益資助申請項目進行評審。此外，我們亦支持環境局「環保午膳」計劃，為參與計劃的學校裝設相關的設施。

ORGANISATION'S IMPACT ON SUSTAINABILITY

Regulatory Services

EMSD makes an impact on sustainability in several ways. Our Regulatory Services makes a positive impact on sustainability via various schemes, promotional campaigns and awards to promote energy efficiency and the wider use of renewable energy, as well as the enforcement of energy efficiency related legislation. Notable examples are the voluntary and mandatory Energy Efficiency Labelling Schemes for electrical appliances, the Fresh Water Cooling Towers Scheme for Air-conditioning Systems and the Energy Efficiency Registration Scheme for Buildings, and full operation of the Buildings Energy Efficiency Ordinance. Extensive publicity and education programmes such as TV and radio promotion, online activities and websites, publications, events, as well as talks and seminars are held for trades and the general public throughout the year to build awareness of an energy efficient lifestyle.

Trading Services

Our Trading Services provides E&M engineering services to government departments and public bodies in Hong Kong, a process which inevitably impacts upon the environment through our office operations and engineering related works.

To mitigate the impact, we have adopted an Integrated Management System that combines quality, environmental, occupational health and safety management systems as an overall process framework and to identify non-compliances for improvement. At the same time, we also make a positive impact through providing professional engineering services in energy efficiency and renewable energy projects to client departments that directly reduce energy consumption and emissions. We give professional advice and support to clients in the procurement of eco-friendly vehicles and provide on-going maintenance service. We also give technical support to the Environment Bureau to promote the Buildings Energy Efficiency Funding Schemes and vet applications from private buildings owners for partial subsidies to conduct energy-cum-carbon audits and energy efficiency projects. In addition, we support the "green lunch" initiative by providing necessary facilities in schools for the Environment Bureau.

環境

重點

- 於2012年8月推出強制性能源效益標籤計劃的新網頁「能源標籤網」，並於2013年1月推出第一期《能源標籤快訊》。
- 於2012年7月24日推出為電磁爐而設的自願性能源效益標籤計劃。
- 《建築物能源效益條例》下的《建築物能源效益守則》和《能源審核守則》2012年版本已於2012年2月刊憲，而《建築物能源效益條例》已由2012年9月21日起全面實施。
- 自2011/12年度，機電工程署根據《公眾衛生及市政條例》授予的權力，就受污染的淡水冷卻塔作出規管，以減低冷卻塔可能傳播退伍軍人病症的公眾衛生的風險。我們於2012/13年度從淡水冷卻塔抽取了893個水樣本，根據測試結果，要求業主採取《公眾衛生及市政條例》規定的減除妨擾工作。

前瞻

- 就自願性能源效益標籤計劃擴展至包括氣體煮食爐，進行籌備工作。
- 建議以雙管齊下的方式加快淘汰能源效益較低的鎢絲燈泡，而不單靠市場力量，並與供應商、零售商、商會及主要用家攜手推出一個「約章計劃」以減少鎢絲燈泡的供應和使用。
- 檢討《建築物能源效益守則》內照明裝置的能源效益標準。
- 根據《公眾衛生及市政條例》，於2013/14年度繼續抽驗約800個淡水冷卻塔的水樣本，並落實受污染淡水冷卻塔的規管工作。
- 繼續減少用電，目標是以2007/08年度為基準，在2009/10年度至2013/14年度期間，把機電工程署轄下場地的耗電量減少共5%。

ENVIRONMENTAL

Highlights

- Launched Energy Label Net, the dedicated website of the Mandatory Energy Efficiency Labelling Scheme in August 2012, and issued the first issue of the Energy Label Newsletter in January 2013.
- Launched a new Voluntary Energy Efficiency Labelling Scheme for Induction Cookers on 24 July 2012.
- Gazetted the Building Energy Code and the Energy Audit Code 2012 Editions, under the Buildings Energy Efficiency Ordinance in February 2012. The Ordinance came into full operation on 21 September 2012.
- With delegated powers under the Public Health and Municipal Services Ordinance (PHMSO), EMSD implemented measures since 2011/12 to regulate contaminated fresh water cooling towers in order to reduce the potential public health risk of spread of Legionnaires' disease that might arise from them. In 2012/13, 893 water samples were taken from fresh water cooling towers, with abatement action taken under PHMSO according to test results.

Way Forward

- Prepare for the extension of the Voluntary Energy Efficiency Labelling Scheme to cover gas cookers.
- Propose a dual-pronged approach to expedite the phasing out of energy-inefficient incandescent light bulbs (ILB), instead of leaving it to market forces. These include the launching of a Charter Scheme with suppliers, retailers, trade associations and major users to reduce the supply and usage of ILB.
- Review energy efficiency standards of lighting installation of the Building Energy Code.
- Continue to conduct annual water sampling of about 800 fresh water cooling towers in 2013/14 and implement regulatory control of contaminated cooling towers under the PHMSO.
- Continue to reduce electricity consumption at EMSD venues by a total of 5% from 2009/10 to 2013/14 against the base year 2007/08.

社會

重點

- 每名員工年內平均接受5.44日培訓。
- 所有管工均接受管工安全培訓，加強工場安全。

前瞻

- 通過舉行各種促進職業安全及健康的活動，持續提高員工的安全意識。
- 努力達至每名員工平均每年接受最少4.5日培訓的目標。
- 於2013/14年度進行的下一次員工滿意度調查，爭取提高員工滿意度。

經濟

重點

- 營運基金財政表現良好，收入為46.43億元，按稅後運作盈利計算的收入回報率達6.9%，固定資產回報率為38.1%。
- 共批出總值超過19.5億元的物料供應及服務合約，支持本港經濟。

前瞻

- 透過與客戶的伙伴關係，創造公眾價值利惠市民。
- 提供優質服務、成為業界典範、建立員工才能與關懷文化、優化知識管理及持續綠色作業。

SOCIAL

Highlights

- Achieved an average of 5.44 annual training days per staff member.
- Safety supervisor training arranged for all works supervisors to improve safety performance.

Way Forward

- Continue to improve staff safety awareness through organisation of various occupational safety and health promotional programmes.
- Aim to accomplish at least 4.5 training days per staff member per year on average.
- Strive to raise the Staff Satisfaction Index in the next Staff Satisfaction Survey, to be conducted in 2013/14.

ECONOMIC

Highlights

- Achieved positive financial performance with revenue of \$4,643 million, 6.9% Return on Revenue (ROR) based on operating profit after tax and 38.1% Rate of Return on Fixed Assets for EMSTF.
- Supported the economy by letting out contracts totalling more than \$1,950 million for the provision of goods and services.

Way Forward

- Create public value for community betterment through partnership with our clients.
- Deliver service excellence, become a trade model, build staff capacity and caring culture, enhance knowledge management and sustain green operation.

環保表現

ENVIRONMENTAL PERFORMANCE

CREATING SUSTAINABLE
DEVELOPMENT SOLUTION
締造可持續發展方案



環保責任

提升市民生活質素是機電工程署日常營運的基本原則之一。但是，在向客戶及市民提供服務的過程中，我們的運作亦可能會對環境造成影響。因此，我們的首要任務是避免污染環境，或在無法完全避免的情況下盡量減輕有關的影響。我們致力在業務營運過程中節省資源，減少製造廢物及預防污染。為此，我們已採取一切合理措施，恪守各種環保法例，作為我們營運的基本準則。與此同時，我們也鼓勵承辦商、供應商及其員工關注保護環境。

我們的環境管理歷程

我們為環保工作而推行的環境管理系統，多年來不斷改進。系統在九十年代中期開始推行，當時採用分散模式實行，各部別可微調其具體運作，同時符合國際認可標準和香港法例。

2000年，我們再向前邁進，成為首個取得ISO 14001企業認證的政府部門。2002年，我們簡化品質、環保和職業健康及安全管理等各套系統，合併成一個綜合管理系統。2006年6月，我們更將環境管理系統提升至ISO 14001:2004版。2008年，規管服務的環境管理系統已擴展至鐵路科，即是說整個規管服務都已實施該管理系統。部門的慣例是定期檢討及更新環境管理系統，以確保符合ISO 14001及相關標準。

在2009/10年度，機電工程營運基金之下的所有OHSAS 18001認證均已成功提升至2007年版，而於2010/11年度，所有部別亦已將其ISO 9001系統提升至2008年版。

Environmental Responsibilities

One of the underlying principles of EMSD's operations is to enhance the quality of life of our community. However, our operations may also impact the environment in the course of rendering services to clients and the public. Our first priority is, therefore, to avoid creating environmental pollution, or reduce the impact if pollution is inevitable. We strive to conserve resources, minimise the generation of waste and prevent pollution in our business operation process. To achieve this goal, we have taken all reasonable measures to comply with green legislations as the baseline of our operation. We also encourage our contractors, suppliers and their staff to be equally friendly to the environment.

Our Environmental Management Journey

Our environmental performance is mainly governed by our Environmental Management System (EMS) which has evolved over the years. First implemented in the mid-1990s, we adopted a decentralised approach so that each division fine-tuned their specific operations in accordance with the EMS while complying with internationally recognised standards and legislative requirements in Hong Kong.

In 2000, we took a step forward and became the first government agency to attain the ISO 14001 Corporate Certificate. In 2002, we streamlined our various management systems in quality, environment and occupational health and safety, and combined them into an Integrated Management System (IMS). In June 2006, the EMS was upgraded to the updated ISO 14001:2004. In 2008, the EMS of Regulatory Services was extended to cover the Railways Branch such that EMSs are operating at all branches of EMSD. It has been a departmental practice to constantly and regularly review and upkeep the IMS to ensure that it conforms to the ISO 14001 and the related standards.

In 2009/10, all OHSAS 18001 certificates under EMSTF were successfully updated to the 2007 version, and all individual divisions have also been upgrading their ISO 9001 system to the 2008 version since 2010/11.

節約能源先驅

機電工程署自九十年代起，一直在本港率先推動能源效益和鼓勵更廣泛應用可再生能源。

亞太經合組織領導人於2011年11月在美國夏威夷舉行會議，發表了《檀香山宣言》，成員國決定在2035年或之前，將能源強度進一步降低45%。作為亞太經合組織的成員，香港已採納宣言，並會致力達標。

以下是我們在2012/13年度，為配合政府推動能源效益和節約能源政策而進行的主要工作。

強制性能源效益標籤計劃

強制性能源效益標籤計劃第一及第二階段已全面實施，涵蓋五類產品，即空調機、冷凍器具、緊湊型熒光燈（慳電膽）、洗衣機和抽濕機，這五類產品必須附有能源標籤，讓消費者知悉有關能源效益表現。至2013年3月底，計劃已有約5,300個表列產品型號。

《建築物能源效益條例》

《建築物能源效益條例》已於2012年9月21日起全面實施。條例管制新建築物及進行「主要裝修工程」的現有建築物內的四類主要屋宇裝備裝置，即空調、照明、電力、升降機及自動梯裝置等須符合基本能源效益標準；商業建築物須為建築物內的中央屋宇裝備裝置每十年進行一次能源審核。

建築物能源效益資助計劃

機電工程營運基金自2009年4月起，一直為環境局提供專業技術支援，以實施環境及自然保育基金撥款4.5億元推展的建築物能源效益資助計劃，並協助評審有關的撥款申請。計劃旨在資助私人建築物業主為其樓宇進行能源及碳排放綜合審計，制訂能源效益改善方案，並改善大廈的屋宇裝備設施，以提升能效表現。計劃已於2012年4月7日結束。

區域供冷系統

啟德發展區的區域供冷系統現正施工。一般而言，區域供冷系統的耗電量較傳統氣冷式空調系統減省達35%。據估計，當啟德發展計劃全面完成後，區域供冷系統每年可減省耗電量達8,500萬千瓦小時，即每年減少排放59,500公噸二氧化碳。

ENERGY EFFICIENCY CONSERVATION INITIATIVES

Ever since the 1990s, EMSD has been playing a pioneering role in promoting energy efficiency and encourage wider use of renewable energy in Hong Kong.

The APEC's Honolulu Declaration was announced at the APEC Leaders' Meeting held in Hawaii, the United States in November 2011. Member Economies decided to raise the APEC-wide energy intensity reduction target to 45% by 2035. As a member economy of the APEC, Hong Kong has adopted the declaration and has been doing its best to meet the reduction target in energy intensity.

Highlighted below are key developments in 2012/13 to support government's policy to step up energy efficiency and conservation.

Mandatory Energy Efficiency Labelling Scheme

The initial and second phases of the Mandatory Energy Efficiency Labelling Scheme have been fully implemented, covering five products types: room air-conditioners, refrigerating appliances, compact fluorescent lamps, washing machines and dehumidifiers. All these five product types are required to bear energy labels to inform consumers of their energy efficiency performance. As at the end of March 2013, around 5,300 product models have been listed under the Scheme.

Buildings Energy Efficiency Ordinance

The Buildings Energy Efficiency Ordinance came into full operation on 21 September 2012. The Ordinance governs the minimum energy efficiency standards of four key types of building services installation including air-conditioning, lighting, electrical as well as lift and escalator in newly constructed buildings and "major retrofitting works" of existing buildings; and requires commercial buildings to carry out energy audit for the central building services installation every ten years.

Buildings Energy Efficiency Funding Schemes

The EMSTF has been providing professional support to the Environment Bureau since April 2009 on implementing the Buildings Energy Efficiency Funding Schemes of a total sum of \$450 million under the Environment and Conservation Fund, and also assisting it in vetting funding applications. The Schemes aim to help building owners conduct energy-cum-carbon audits of their buildings to identify areas for improvement, and implement projects to upgrade the energy efficiency performance of building services installations. The Schemes closed on 7 April 2012.

District Cooling System

The District Cooling System (DCS) at the Kai Tak Development is under construction. In general, DCS will consume up to 35% less electricity than traditional air-cooled air-conditioning systems. It is estimated that upon completion of the Kai Tak Development, the DCS will save up to 85 million kWh of electricity annually, equivalent to a reduction of 59,500 tonnes of carbon dioxide emission per annum.

環保採購

環保採購是減少廢物、鼓勵廢物回收及循環再造的主要政策之一。政府早於2000年已修訂採購規定，要求所有局與部門在採購物料和服務時必須考慮環保因素。為此，機電工程署已在日常運作中奉行環保採購的原則，根據環境保護署的環保產品規格進行採購，並在產品和服務採購政策中加入環保要求。

我們積極採納了環保署第2/2012號通告（綠色採購通告）內有關103種產品的綠色採購規定，並在部門採購工作中盡量遵循。2012年，在機電工程署3.94億元直接採購的貨品中，有1,391萬元的貨品是綠色採購單上的貨品。

我們也密切留意供應商提供的綠色產品和服務。如市場可普遍地提供綠色產品，我們會把有關綠色要求列為強制性的採購要求，以鼓勵供應商製造更多綠色產品。在2012/13年度，有244家供應商提供環保產品，機電工程署也相應更新了供應商名冊。

同時，我們亦支援客戶落實能源效益及可再生能源項目，以及採購混合動力車和電動車等環保車輛。

我們於2010年3月成立環保採購工作小組，目的是為各類機電工程選取符合環保要求的材料、產品、系統和建造方法。工作小組也審視各項環保新科技，研究能否在機電工程中推廣使用，以令客戶和公眾受惠。

為了使部門同事能更有效地分享環保採購的資訊和項目經驗，我們已於2010年7月在部門內聯網推出環保採購參考圖書館，收錄了現行各項環保採購指引、實務守則與各種高能效產品和裝置的標準，以及綠色產品的一般規格等，供員工參考。

GREEN PROCUREMENT

Green procurement is one of our key policies to encourage waste reduction, recovery and recycling. The government amended its procurement regulations as early as 2000 to require all bureaux and departments to take into account environmental considerations when procuring goods and services. In this regard, we have been doing our part by incorporating green requirements into our procurement policy for products and services, and in accordance with the Environmental Protection Department's "green product specifications".

We play an active role in green procurement by adopting the green product specifications of 103 products provided in the Environment Bureau Circular Memorandum No. 2/2012 (Green Procurement Circular) as far as possible in our purchases. In 2012, from the total amount of \$394 million for direct purchase of goods in EMSD, \$13.91 million was spent on purchases for the products on the green procurement list.

We keep track of the offers from suppliers for the green contents of their products. We will change the green requirements to "mandatory" in the related procurement specifications as soon as the green products are commonly available in the market to encourage suppliers to produce more green items. In 2012/13, 244 suppliers who were able to provide environmentally friendly products were updated in EMSD Suppliers Lists for procurement of goods.

At the same time, we also supported our clients by helping them to implement energy efficiency and renewable energy projects, as well as procure environmentally friendly vehicles such as hybrid vehicles and electric vehicles.

A Working Group on Green Procurement in E&M Works was set up in March 2010 with an objective to oversee the identification of green materials and products, systems and construction methodologies in E&M works. The Working Group also examines the implications of new green technologies with a view to promote them in E&M works, so as to benefit our clients and the public.

To facilitate effective sharing of green procurement information and project experiences within the department, a green procurement reference library was launched on EMSD's Intranet in July 2010. The library covers current guidelines, codes of practice and standards relating to energy efficiency products and installations, as well as general specifications for green products.

客戶的環保工程項目

機電工程署的營運服務一直協助客戶發掘節省能源的機會及推行環保工程項目，以提高節能效益及更多使用可再生能源。我們於本年度為政府各政策局及部門完成了18個節能項目，例如獨立太陽能街燈、高效太陽能熱水系統、為學校和政府大樓安裝節省用水器材、以水冷式空調系統取代風冷式空調系統和安裝高效能無油離心式製冷機組等。預計這些新設備可每年減省耗電量約230萬千瓦小時。

國際交流活動

作為香港推動能源效益的先鋒，我們積極參與國際交流活動，以掌握世界各地的節能新趨勢和發展。2012/13年度，機電工程署派員參加了多個地區性和國際性會議，較重要的如下：

- 2012年6月在紐西蘭威靈頓舉行的「亞太經合組織新及再生能源技術專家小組第38次會議」。
- 2012年10月在南韓舉行的「亞太經合組織能源資料與分析專家小組第24次會議」。
- 2012年11月在美國華盛頓舉行的「亞太經合組織能源工作小組第44次會議」。
- 2012年11月在中華台北舉行的「亞太經合組織能源效益及節能專家小組第40次會議」。
- 2013年3月在泰國蘇梅島舉行的「亞太經合組織能源工作小組第45次會議」。

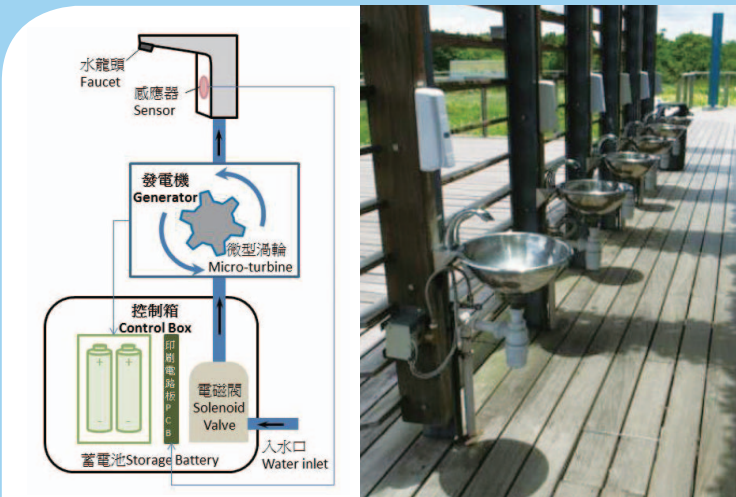
Green Projects for Clients

EMSD's Trading Services arm has been assisting clients in identifying energy saving opportunities and implementing green projects to enhance energy efficiency and the use of renewable energy. During the year, we have completed 18 energy efficiency projects for government bureaux and departments, such as installations of stand-alone solar street lights, high energy efficiency solar hot water systems, water-saving devices for schools and government buildings, replacement of air-cooled chillers with water-cooled chillers, and high efficiency oil-free centrifugal chillers. It is expected that these new installations will generate an annual energy savings of around 2.3 million kWh.

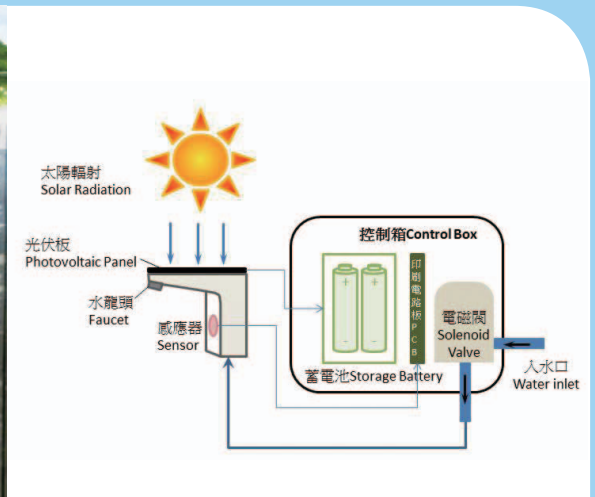
INTERNATIONAL EXCHANGE

As a pioneer in promoting energy efficiency in Hong Kong, we have been active in international exchange work so as to keep ourselves abreast of the latest trends and developments worldwide. During 2012/13, EMSD representatives attended a variety of regional and international conferences and meetings, and the key ones are as follow:

- The 38th Meeting of APEC Expert Group on New & Renewable Energy Technology, June 2012, Wellington, New Zealand.
- The 24th Meeting of APEC Expert Group on Energy Data & Analysis, October 2012, South Korea.
- The 44th Meeting of APEC Energy Working Group, November 2012, Washington, D.C. USA.
- The 40th Meeting of APEC Expert Group on Energy Efficiency and Conservation, November 2012, Chinese Taipei.
- The 45th Meeting of APEC Energy Working Group, March 2013, Koh Samui, Thailand.



香港濕地公園安裝的水力發電節水水龍頭的運作原理。
The diagram shows the operation principle of hydro-powered water-saving taps installed at the Hong Kong Wetland Park.



太陽能節水水龍頭的運作原理。由太陽光產生的電力可儲存於電池內，為水龍頭供電。
Operation principle of the solar-powered water-saving tap. Electricity generated from sunlight can be stored in batteries for powering the tap.

可再生能源水龍頭 節水兼節能

機電工程署配合水務署的節約用水措施，為政府建築物及學校的供水設備換上兼具節水及節能效益的水龍頭。

節水水龍頭配備控制水流量的自動感應裝置，有助節約用水，但控制裝置的運作卻要耗電。為解決這問題，機電工程署採用內置微型渦輪水力發電機的節水水龍頭，並於2011年在香港濕地公園裝設了28個這類水龍頭。此外，機電工程署亦於2012年在八所官立學校，安裝了74個裝有太陽能光伏電池的水龍頭。由太陽光所產生的電力會儲存於電池內，既為水龍頭供應部分電力，也可延長電池壽命。

自安裝工程開展以來，用家一直給予正面評價，讚揚設備的節水能效。同時，學校亦藉此推廣節約能源和資源的重要性，提高學生的環保意識。

Double Savings from Renewable Energy Taps

As part of the Water Supplies Department's water conservation initiatives, EMSD has been retrofitting water supply fixtures at government buildings and schools with water-saving taps that also conserve energy.

Water-saving taps are equipped with automatic sensing devices to control water flow, which helps conserve water. However, such control devices consume electricity in order to perform their functions. To overcome this dilemma, EMSD has selected water-saving taps with built-in hydro-powered micro-turbine, 28 of which were installed at the Hong Kong Wetland Park in 2011. In addition, 74 water taps with photovoltaic cells integrated with the tap were installed at eight government schools in 2012. The electricity generated can be stored in batteries to meet part of the power needs of the tap and prolong battery life.

Since the commencement of the installation works, the water-saving ability of the appurtenances has received positive feedback from users. At the same time, schools have also taken the opportunity to raise students' awareness of environmental protection and promote the importance of energy and resource conservation.

客戶的鼓勵 CUSTOMERS ENCOURAGEMENT



機電工程營運基金團隊為學校翻新喉管，並安裝紅外線自動感應水龍頭、低流量的水龍頭、紅外線感應小便器及雙掣式沖水坐廁，務求幫助學校節約用水。在施工期間，我們的老師和同學都沒有感到任何不便。相反，學校正好利用這個機會提高同學的環保和節能意識。

我們非常滿意機電工程營運基金團隊了解我們的需求，更在工程完成後主動跟進。他們對我們的要求和查詢都能迅速回應。

The EMSTF team retrofitted the plumbing appurtenances with automatic infrared sensor water taps and installed low flow faucets, infrared sensor urinal flushers and dual flush toilets to help conserve water in the school. During the project period, our teachers and students did not experience any inconvenience. On the contrary, the school took this opportunity to raise students' environmental protection and energy conservation awareness.

We were extremely pleased the EMSTF team understood our needs and was proactive in their follow-up work. They responded quickly to our requests and enquiries.

伊利沙伯中學舊生會小學分校校長
梁潤蓮女士

Ms. Leung Yun-lin, Lilian,
Principal, Queen Elizabeth School Old Students' Association
Branch Primary School



<http://www.emsd.gov.hk/emsd/EMSTFar/1213/v2.html>

訪問短片 手機即看
Shoot and view our video

節約營運資源

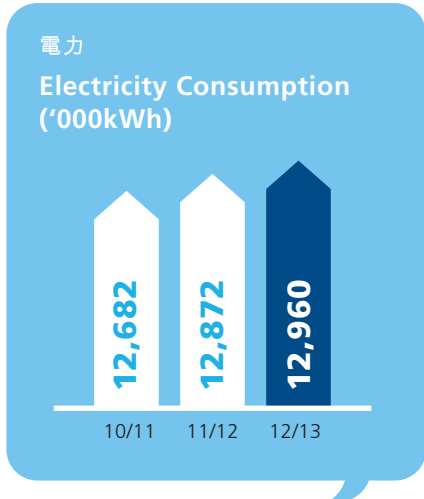
水電煤氣

下頁圖表載列機電工程署的水、電和煤氣使用情況。2012/13年度的用電量較2011/12年度增加0.7%，主要是因為企業數據中心的服務需求增加。如果排除因服務需求增加這因素，用電量則比2011/12年度減少9.5%。至於用水量，則較2011/12年度減少14.3%，原因是年內在機電工程署總部大樓進行的活動較上年度減少。至於煤氣用量，則與2011/12年度相若。

CONSERVATION OF OPERATIONAL RESOURCES

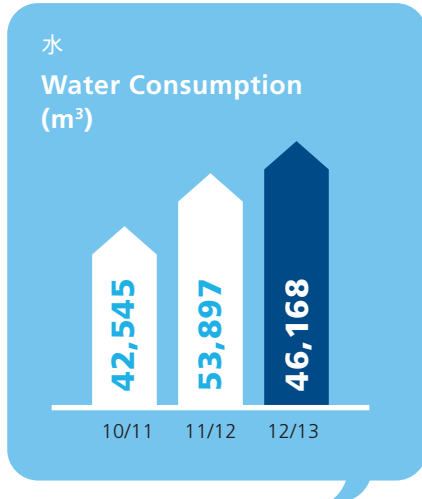
Public Utilities

Electricity, water and town gas consumption at EMSD is shown in the graphs on next page. Electricity consumption in 2012/13 increased by 0.7% compared to 2011/12 mainly due to the increased service demand in the Corporate Data Centre. If the effect of such increased activities arising from service demand is excluded, there would be a net reduction of 9.5% in electricity consumption compared to 2011/12. Water consumption decreased 14.3% compared to 2011/12 due to the decrease in activities in EMSD Headquarters. Town gas consumption in 2012/13 was similar to 2011/12 level.



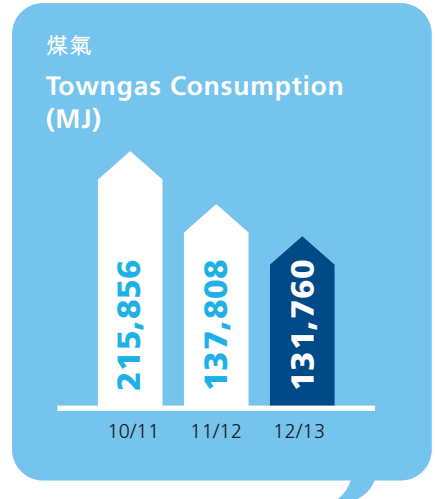
主要用電地點包括九龍灣總部大樓（連同企業數據中心）、加路連山工場、芬園車輛維修站、小蠔灣車輛維修站，以及香港國際機場空郵中心的機電工程署工場。年內用電量增加0.7%，如排除因為企業數據中心服務需求增加之因素，2012/13年度的用電量比2011/12年度減少9.5%。

Major venues include our Kowloon Bay Headquarters (including Corporate Data Centre), Caroline Hill workshop, Fan Garden Vehicle Depot, Siu Ho Wan Vehicle Depot, and the EMSD workshop in the Air Mail Centre at Hong Kong International Airport. Electricity consumption increased by 0.7% compared to last year. If the effect of activity changes due to increased service demand for the Corporate Data Centre is excluded, there would be a net reduction of 9.5% in electricity consumption.



主要用於空調、園藝灌溉、飲用和清潔等。年內用水量較2011/12年度減少14.3%，原因是機電工程署總部大樓進行的活動減少，導致用水量下降。

Water is mainly consumed for air-conditioning, gardening, drinking and cleaning. Water consumption decreased by 14.3% compared to 2011/12, which was due to the decrease in activities in EMSD Headquarters in the year.



加路連山工場是使用煤氣供應熱水的主要場地。2012/13年度的煤氣用量，相對2011/12年用量相若。

Caroline Hill workshop is the major venue relying on towngas for water heating. Towngas consumption in 2012/13 was similar to that in 2011/12.

物料

辦公室使用的物料

紙張及碳粉盒是辦公室使用的主要物料，我們已盡量減少用紙量。2012/13年度的用紙量較原定上限少2.5%。由2001年起，我們已廣泛採用由循環再造纖維製成的環保紙。2012/13年度，環保紙佔部門總用紙量96.5%。原木紙只用於對外文件，而且盡量少用。我們在2012/13年度採購了3,279個碳粉盒，而由2005/06年度開始，我們已遵循政府措施，將用過的碳粉盒回收循環再用。

工場使用的物料

我們在日常運作中使用的物料、部件和產品，在其生產、使用和最終棄置的過程中，都會對環境造成不同的影響。因此，機電工程署致力減少物料的使用量，並盡量翻新和循環再用這些物料，讓我們在長遠的將來仍能享用天然資源。

MATERIALS

Materials Used in Offices

Paper and toner cartridges are the main materials used in offices. We make every effort to reduce our paper consumption. In 2012/13, paper consumption was 2.5% below the set quota. Since 2001, we have adopted the extensive use of environmentally friendly recycled paper made from recycled fibre. In 2012/13, 96.5% of our total paper consumed was recycled paper. Use of virgin paper was limited to external documents only and is avoided as far as practicable. We purchased some 3,279 toner cartridges in 2012/13 and have followed government initiatives to recycle used toner cartridges since 2005/06.

Materials Used in Workshops

We recognise that materials, parts and products used in our everyday operations impact the environment in different ways through their production, use and ultimate disposal. EMSD endeavours to reduce the consumption of materials wherever possible, and to re-condition and re-use them whenever practical in order to sustain natural resources in the long run.

廢氣、污水及廢物

減少廢物及循環再用

我們的廢物管理策略是盡量減少或避免產生廢物，並盡可能回收可再造物料。廢物主要來自兩大源頭：辦公室和工場。辦公室廢物主要是紙張及碳粉盒，而工場廢物則以舊水銀燈、舊充電電池、金屬廢料、舊車胎及光管為主。

廢氣

溫室氣體排放

溫室氣體排放已公認為導致全球暖化和氣候變化的原因。因此，減少排放溫室氣體，例如二氧化碳，是我們其中一項最大的挑戰。機電工程署排放的溫室氣體，主要由辦公室和工場的用電及運輸工具產生。2012/13年度，我們的運輸工具直接產生的二氧化碳約為1,338公噸，而通過耗電間接排放的二氧化碳則約為9,072公噸。

運輸

機電工程署日常營運所使用的運輸工具耗用不能再生的化石燃料，並排放溫室氣體。截至2013年3月31日，我們用作執行職務的車隊有227部車輛，包括貨車、客貨車、大型房車和電單車。此外，我們也為客戶部門的5,766部政府車輛提供維修服務。為確保車輛在運作及維修過程中的廢氣排放減至最少，我們實行良好的內務管理措施、妥善保養車輛、減少使用運輸工具，以及改用混合動力或電動車輛等。我們現有六部混合動力車，消耗的燃料比體積相近的傳統車輛少40%。我們還有一部電動車。在未來數年，電動車和混合動力車的數量將會增加。

其他資源耗用詳情及廢氣、排放物及廢物的數字，請參考「統計資料摘要」。

EMISSIONS, EFFLUENTS AND WASTES

Reducing and Recycling of Waste

Our waste management strategy is to minimise unavoidable waste generation and maximise material recycling. Wastes are primarily generated in two streams – from our offices and from our workshops. Major wastes from offices include paper and toner cartridges, while spent mercury lamps, rechargeable batteries, metal scraps, vehicle tyres and spent fluorescent tubes are major wastes from workshops.

EMISSIONS

Greenhouse Gas Emissions

Greenhouse gas (GHG) emissions are widely acknowledged as a cause of global warming and climate change, and reducing emissions such as CO₂ is one of our biggest challenges. EMSD's GHG emissions are mainly attributed to the consumption of electricity in our offices, workshops and transport. In 2012/13, direct emissions from our transport activities amounted to about 1,338 tonnes of CO₂ and our electricity consumption gave rise to about 9,072 tonnes of CO₂.

Transport

The use of transportation vehicles in EMSD operations consumes non-renewable fossil fuels and generates GHG emissions. As of 31 March 2013, we have a fleet of 227 vehicles including lorries, vans, saloon cars and motorcycles to deliver our services, and at the same time maintain 5,766 government vehicles for our client departments. We have to ensure that emissions from such activities are reduced to a minimum by good housekeeping, proper vehicle maintenance, reduced use of transportation vehicles or switching to hybrid or electric vehicles. We now have six hybrid vehicles, which consume 40% less fuel than conventional cars of similar size, and one electric vehicle. The number of hybrid vehicles and electric vehicles will be increased in the next few years.

For details of our performance in other resources consumption, as well as emissions, effluents and wastes, please refer to the section "Summary of Statistics".

機電工程署總部大樓太陽能光伏系統

機電工程署總部大樓的太陽能光伏系統是大樓的示範項目，可生產高達350千瓦電量的天然能源。自2005年完成裝置以來，一直為總部大樓提供清潔的可再生能源。至2013年3月底，該系統已累積生產183萬千瓦小時的能源。

PHOTOVOLTAIC SYSTEM AT EMSD HEADQUARTERS

The photovoltaic system is the signature feature of energy generation from nature in EMSD Headquarters, with a maximum output of 350kW. Since its inception in 2005, it has been generating clean renewable energy for use at our headquarters. The total output of the system up to end March 2013 was 1.83 million kWh.



社會表現

SOCIAL PERFORMANCE

BEING A GOOD CORPORATE CITIZEN
良好企業公民



社會責任

為客戶和市民締造綠色和健康的生活環境，只是我們眾多職責之一。作為關懷社會及負責任的企業公民，我們亦有義務為僱員及其他替我們工作的人員提供安全健康的環境，同時遵守相關法例。作為政府部門，我們按香港特別行政區政府的政策框架行事，包括勞工及人權方面的事務。我們也受公務員事務局的行為守則規範，並依據法例提供平等就業機會。此外，我們也鼓勵員工積極參與不同的社區活動。

員工之僱用和發展

僱用

截至2012/13年底，我們共有5,186名僱員。我們承諾維護平等就業政策，目前有217名員工為輕度殘疾人士，佔員工總人數約4.18%。

學習及發展

機電工程署深知，要維持一支能幹及與時並進的團隊，就必須不斷提升員工的能力和競爭力。因此，我們全力支持員工不斷學習，發展技能，為部門作出更大貢獻。我們推廣持續進修的文化，並通過人力資源方面的有效管理和不斷改進，建立一支勤奮向上、才識技能兼備的員工隊伍。我們的人力資源管理委員會由機電工程署署長擔任主席，並由各職系的首長及一般和共通職系的高級管理人員組成。委員會定期舉行會議，檢討部門的培訓計劃及活動。

在未來兩年，我們會透過發展部門「知識群體」以加強知識管理。

見習工程師訓練計劃

我們的見習工程師訓練計劃自六十年代推行以來，已培訓了700多位見習工程師。這計劃一向公認是香港工程界的最佳在職培訓計劃之一，目的是確保本港能有足夠的受訓工程師，滿足業界的需要。在2012/13年度，我們在電機、機械、電子、屋宇裝備、資訊科技和生物醫學等範疇共招募了16位見習工程師。

SOCIAL RESPONSIBILITIES

Our responsibility is not limited to maintaining a green and healthy environment for our client departments and the public. As a caring and responsible corporate citizen, we also have the obligation to provide a safe and healthy environment for our employees and other parties working for us, and to comply with the relevant laws and regulations. As a government department, we operate under the HKSAR Government policy framework, especially in labour and human rights issues. Governed by the Civil Service Bureau's codes of conduct, we also provide equal employment opportunities in accordance with the law. We also encourage our staff to participate actively in various community activities.

STAFF EMPLOYMENT AND DEVELOPMENT

Employment

At the end of 2012/13, we have 5,186 employees. As a commitment to upholding the equal opportunity employment policy, we currently have 217 employees with minor disabilities, representing about 4.18% of our total workforce.

Learning and Development

At EMSD, we recognise the need to continually enhance the capabilities and competitive strengths of our staff in order to build a capable and progressive workforce. As such, we fully support our employees in pursuing learning and development opportunities that will eventually enhance their contribution to the organisation. We are committed to promoting a continuous learning environment to develop a motivated and competent workforce through effective management and continuous development of our human resources. Our Human Resources Management Committee, chaired by the Director of Electrical and Mechanical Services and comprising Heads of Departmental Grades as well as senior managers of General and Common Grades, meets regularly to review our training programmes and initiatives.

We will enhance knowledge management by developing departmental "Knowledge Communities" in the next two years.

Graduate Training Scheme

Since its inception in the 1960s, our Engineering Graduate Training Programme has attracted more than 700 graduate participants. The programme has long been considered one of the best on-the-job training schemes in the engineering profession in Hong Kong and has contributed to the provision of trained engineers to meet the needs of the local profession. In 2012/13, we recruited 16 engineering graduates specialising in electrical, mechanical, electronics, building services, information technology and biomedical engineering.

**見習技術員訓練計劃
(前稱學徒訓練計劃)**

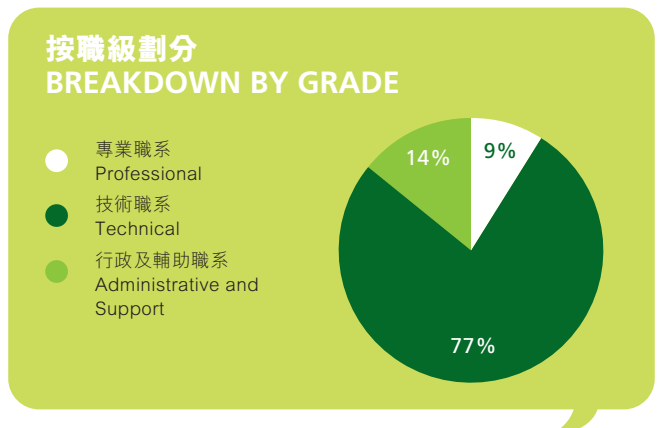
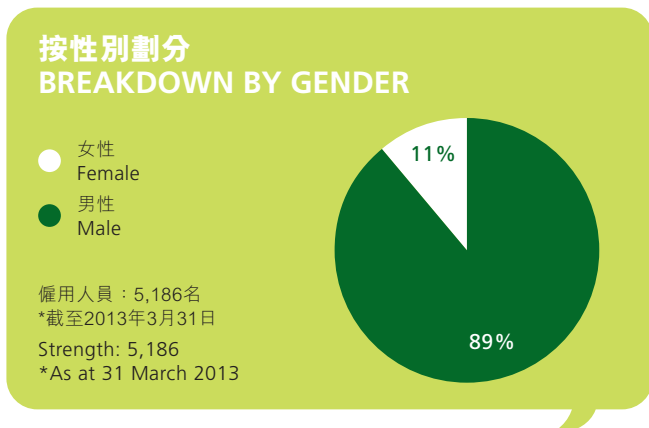
技術員及技工學徒訓練計劃是我們另一項主要培訓計劃，目的是提供有系統及高水平的訓練，以滿足機電工程署和社會目前及未來對技術員及技工的需求。計劃推行50多年來，為業界培訓了超過5,000名學徒。在2012/13年度，我們招募了53名見習二級技術員和69名見習一級技術員。除提供在職訓練外，我們亦資助學徒修讀香港專業教育學院的工藝證書課程和高級文憑課程。

我們在2012/13年將學徒職位名稱更改為見習二級技術員（前稱技工學徒）及見習一級技術員（前稱技術員學徒），並加強宣傳工作，例如：到學校舉辦講座、製作小冊子及與業界合辦職業展覽等。目的為吸引更多的年輕人透過加入機電工程署而晉身機電業界。

**Technician Training Scheme
(formerly known as Apprentice Training Scheme)**

Another key training programme is our Technician and Craft Apprentice Training Scheme which aims to provide systematic and good standard training to satisfy the present and future needs of EMSD as well as the community. The long-standing scheme has been running for over 50 years, successfully trained more than 5,000 apprentices for the profession. In 2012/13, we recruited 53 technician trainee II and 69 technician trainee I. Besides on-the-job training, we sponsored the apprentices to attend craft certificate courses and higher diploma courses in the Institute of Vocational Education.

To attract more young people to embrace the E&M trade through joining EMSD as apprentice, we renamed the post title of the apprentice to technician trainee II (formerly known as craft apprentice) and technician trainee I (formerly known as technician apprentice) in 2012/13, and enhanced the promotion works such as conducted briefing sessions at schools, published leaflets and coordinated with trades to organise job expo.



培訓目標

在2012/13年度，每名員工的每年平均受訓日數為5.44天，高於原定4.5天的目標。我們會繼續鼓勵員工進修及提供所需的培訓，以改善服務、開拓新業務，以及促進員工的個人發展。

Training Targets

In 2012/13, we achieved 5.44 training days per staff member per year on average, exceeding the 4.5 days target set for the year. We will continue to encourage and provide relevant training to enhance our services and develop new services, and to facilitate employees' career development.



健康安全的工作環境

職業健康及安全

機電工程署對職業健康及安全十分重視。我們的職安健政策及架構，確保部門各部分的職安健都達致並維持在高水平。

我們的「職業安全及健康策導委員會」，由高層管理人員組成，負責制訂部門的職安健政策、檢討部門內部及承辦商的意外事故，並監察部門在執行職安健措施方面的情況，以令安全表現得以持續改善。至於「部門職業安全及健康委員會」，則由管理層及來自各科/部別及部門協商委員會的員工代表組成，定期進行會議，落實部門的職安健宣傳活動和措施。

機電工程署設有安全管理制度及程序，以實踐我們為員工提供一個安全工作環境的承諾。透過定期舉辦各種職安健比賽和宣傳活動，包括首長級人員參觀工地及由部門安全專業人員實地視察和作員工簡報會，以及所有前線管工必須接受強制性安全訓練等，努力提高工作場所的安全。

在2012/13年，我們製作了一系列安全動畫，目的是提高員工的安全意識。為了提醒員工在工作場所潛在的安全威脅，我們在指定的場地展示高度的危險情況及相關的安全措施。對於承辦商員工的工作安全，我們在建築地盤安全手冊內，闡述合約上的工地安全要求，並將其納入我們的項目管理手冊，以促使承辦商遵從規定。同時，我們亦修訂承辦商績效報告中評定承辦商安全表現的記分卡。此外，我們的「職業安全及健康策導委員會」會定期審查合約工程的安全成效。我們亦為員工及承辦商舉辦工作安全簡報會。

員工病假

在2012/13年度，部門因員工放取病假而失去的工作天共17,388天，即相等於每名員工約3.35天。

A HEALTHY AND SAFE WORKING ENVIRONMENT

Occupational Health and Safety

At EMSD, we accord great importance to Occupational Safety and Health (OSH). Our Safety and Health Policy and infrastructure help ensure that a high standard of OSH in the workplace is achieved and maintained throughout the department.

The Steering Committee on Occupational Safety and Health, which comprises members of senior management staff, has been set up in EMSD to formulate departmental OSH policies, review in-house and contractor safety performance and oversee the implementation of OSH initiatives with a view to enabling continuous improvement in safety performance. Our Departmental Occupational Safety and Health Committee, which comprises management and staff representatives from branches/divisions as well as departmental consultative committees, meets on a regular basis to implement the departmental OSH promotional activities and initiatives.

EMSD have safety management systems and procedures in place to achieve our commitment of maintaining a safe work place for our employees. We strive to enhance workplace safety by regularly organising various occupational safety and health competitions and promotional activities, site visits by directorate officers, site inspections and staff briefings by our in-house safety professionals, and mandatory safety training for all frontline supervisors.

In 2012/13, we produced a series of safety animations with the aim of increasing staff safety awareness. In order to alert staff members of potential safety hazards in work sites, the top safety risks and the related safety measures were displayed in selected venues. For work safety of contractor staff, we further elaborated and incorporated the contractual provisions on site safety given in the Construction Site Safety Manual into our Project Administration Handbook for compliance by our contractors. A revised version of the Safety Score Card for rating contractor's safety performance was adopted in the Contractor Performance Reports. In addition, the safety performance of our works contracts was regularly reviewed in the Steering Committee on Occupational Safety and Health. We also organised briefing sessions on contract work safety which were attended by many staff members and contractors.

Sick Leave

In 2012/13, a total of 17,388 working days were lost due to sick leave. This is equivalent to around 3.35 days per employee.



得獎同事出席頒獎禮。
Award winners at the prize presentation ceremony.

機場團隊獲機場安全運動比賽獎

機場工程分部同事於機場管理局每年舉辦的「飛行區及行李處理大堂安全運動」中奪得多個獎項。安全運動的目的，是鼓勵及推廣安全文化，並提高行李處理大堂工作人員的安全意識，從而達致零意外。頒獎禮已於2013年1月17日舉行，本署行李處理組同事陳國鋒先生和何志達先生，均獲頒「模範安全員工」獎，其出色表現備受表揚。

香港國際機場過去一年的客運量高達5,600萬人次，在機場維持高度安全的工作文化至為重要。我們一直都積極參與機場管理局的各種安全運動和措施，未來也會繼續支持。

Airport Team Wins Airport Safety Campaign Award

Our Airport Engineering Sub-division has won various awards at the annual Airfield and Baggage Hall Safety Campaign organised by the Airport Authority (AA). The campaign aims to achieve zero accidents through encouraging and promoting a safety culture by raising the safety awareness of the baggage handling staff. EMSD staff Mr Chan Kwok-fung and Mr Ho Chi-tat, both from our Baggage Handling System team, were awarded the Safety Role Model Award. Their outstanding performance was recognised at a prize presentation ceremony held on 17 January 2013.

With passenger traffic of over 56 million passengers last year, the Hong Kong International Airport demands a strong safety culture at the workplace. We have always been supportive of the AA's safety campaigns and initiatives and shall continue to do so in future.



管理層提醒所有承辦商，安全工作人人有責。
Our management reminded contractors that contract safety was everyone's responsibility.

工程合約安全簡介會

部門安全分部於2013年1月7日及11日，在總部大樓舉辦了兩場有關加強合約工程安全的簡介會，向出席講座的本署承辦商代表，講解各項加強工程合約安全的措施，讓承辦商更深入了解發展局及機電工程署對有關安全項目的要求。兩場講座共吸引了187個承辦商派出共325名代表，反應熱烈。

Contract Safety Briefing

The Safety Sub-division held two Briefings on Contract Safety at the EMSD Headquarters on 7 and 11 January 2013, sharing with participating contractors various measures to enhance contract work safety to increase their understanding of the Development Bureau's and EMSD's requirements of contract safety. The two briefings attracted 325 representatives from 187 contractors.

員工關係

員工滿意度調查

我們認為，定期量度及了解員工的滿意度極為重要。掌握員工的滿意程度以便進行架構改善，是我們關顧員工其中的一項承擔。我們委託獨立專業調查公司定期進行員工滿意度調查。在最近的2011/12年度調查，所有高級工程師及以下職級的員工，均獲邀透過問卷表達他們的意見。調查顯示，員工整體滿意度平均分數為6.5分（10分為滿分），與上次於2009年進行的調查相比，輕微上升0.2分。過去幾年的員工整體滿意度均見穩定。下一次調查將於2013/14年度進行。

員工諮詢途徑

我們設有四個部門協商委員會和五個個別協商委員會，以促進管理層與個別員工組別的溝通。員工也可自由參加部門11個員工協會和一般政府人員工會組織。我們定期與員工協會會面和舉行會議，商討員工關注的事項。

承辦商及供應商

承辦商及供應商管理

我們致力為客戶和市民提供優質可靠的服務，而承辦商、顧問公司和供應商是我們達成這目標的重要伙伴。我們不時邀請這些工作伙伴競投公共工程合約。在挑選承辦商時，我們堅守公開和公平的基本原則，並按照政府的指引，在合適情況下盡量採用競爭性投標。我們與承辦商、顧問和供應商建立和保持緊密聯繫，確保他們清楚知悉各項重要資訊，例如客戶關注的事項及工作安全，使問題及時得到妥善處理。

為了監察承辦商的工作，我們定期舉行會議和進行審核，跟進工程的進度，並盡量避免工程對附近地方造成不便或滋擾。在工程進行時，我們會定期評估及檢討承辦商的表現，直到工程竣工。

為了加強員工對承辦商及供應商管理的技巧和誠信，部門於2011年7月推出了《機電工程項目管理手冊》，並定期更新內容，最新版的《機電工程項目管理手冊》第四版已經於2013年3月推出。此外，還有為負責合約管理的員工定期安排有關合約管理、承辦商管理、合約安全及誠信管理的簡介會。

STAFF RELATIONS

Staff Satisfaction Survey

We believe that it is important to measure and track staff satisfaction regularly. To gauge staff perception in order to facilitate organisational improvement is part of our commitment to caring for staff. Independent research specialists are appointed to conduct staff satisfaction surveys on a regular basis. In the latest 2011/12 survey, every employee at senior engineer rank or below was offered an opportunity to express his/her views through a survey questionnaire. The overall staff satisfaction rating from the survey was 6.5 (on a scale of 10), which was a slight improvement of 0.2 as compared to the previous survey in 2009. Overall satisfaction levels in the past years have shown a steady trend. The next survey will be conducted in 2013/14.

Staff Consultation Channels

There are four departmental consultative committees and five divisional consultative committees to facilitate communication between particular groups of staff and management within EMSD. Staff members are also free to join the 11 staff unions of EMSD, as well as the general government staff unions. Regular gatherings and meetings are held with the EMSD staff unions to discuss issues of staff concern.

CONTRACTORS AND SUPPLIERS

Contractor and Supplier Management

Our contractors, consultants and suppliers are our important partners in the provision of reliable and quality services to our clients and the community. We invite these working partners to tender for public works contracts from time to time. In selecting contractors, we adhere to the basic principles of openness and fairness, and adopt competitive tendering wherever applicable in compliance with government guidelines. We have established and maintained close communication with our contractors, consultants and suppliers to ensure that critical information, such as client concerns and work safety, is clearly conveyed to them and relevant issues are addressed properly and in a timely manner.

To monitor the work of contractors, we conduct regular meetings and site visits to keep track of project progress as well as to minimise any inconvenience or disturbance caused to the neighbourhoods where the works take place. Regular reviews on contractors' performance are carried out to assess contractor performance throughout the project.

To enhance our staff skill and integrity in managing the work of contractors and suppliers, the Project Administration Handbook (PAH) for E&M Engineering Works was first issued in July 2011. Regular reviews were conducted to include the latest guidelines and updated administrative measures deployed by the department. The Fourth Revision of the PAH(E&M) was issued in March 2013. Briefings on contract management, contractor management, contract safety and integrity management were arranged for staff responsible for contract management.

客戶

我們的營運服務，首要是令客戶稱心滿意。為此，我們委託獨立調查顧問公司每兩年進行一次客戶滿意度調查。最近一次的客戶滿意度調查已於2012年5月完成。我們會研究調查結果，並着手改進，務求令客戶更稱心滿意。下次客戶滿意度調查將於2014年年初進行。

機電工程署於2012年委託獨立顧問公司進行了新一輪的客戶意見調查，以量度75個客戶部門對機電工程營運基金服務的滿意度。是次調查共發出1,803份問卷，收回的已完成問卷有1,019份。整體回應率為56.5%。以8分為滿分，整體客戶滿意指數由2010年的6.01分升至2012年的6.12分。為持續提升服務質素，我們會加強和客戶溝通，充分配合客戶的需要和期望，並且通知客戶有關工作進度。我們亦會加強監管承辦商，確保承辦商能提供優質的服務。

規管服務方面，我們的客戶聯絡小組及各安全諮詢委員會也定期與公眾代表開會，就規管工作及各種機電安全推廣活動與公眾直接交流意見，聽取公眾的看法和建議，從而定出改善措施。我們也定期進行公眾意見調查，了解市民的機電安全和能源效益意識，並進行業界調查，探討業界對規管服務的看法，以找出規管服務需要改善的地方。我們也經常主動與業界舉行研討會，討論交流。如有需要，規管服務也會聯同其他政府部門、業界及公用事業公司，為受意外事故影響的市民盡快恢復水電及氣體供應。

CLIENTS

Achieving customer satisfaction is a priority for our Trading Services. In this regard, we commission an independent research consultant to conduct Customer Satisfaction Survey once every two years to gauge customer satisfaction level. The most recent survey was completed in May 2012. We will act upon the findings, aiming to further enhance customer satisfaction. The next survey will be conducted in early 2014.

EMSD appointed an independent consultant to conduct a new round of Departmental Customer Opinion Survey in 2012 to gather feedback from 75 client departments on our Trading Services. At the end of the exercise, 1,019 out of the 1,803 questionnaires dispatched were returned. The overall response rate is 56.5%. The overall Customer Satisfaction Index on an 8-point scale increased from 6.01 in 2010 to 6.12 in 2012. To enhance our service quality continuously, we will enforce communications with clients to ensure that their needs and expectations are fully taken care of, and that they are well informed of the progress of works. At the same time, we shall also strengthen our contractor supervision and management to ensure that contractors provide quality service.

As for Regulatory Services, our Customer Liaison Group and various safety advisory committees meet regularly with representatives from the general public to exchange views and obtain face-to-face feedback on our regulatory and safety promotion activities, and how they can be improved. Public opinion surveys to gauge public awareness of E&M safety and energy efficiency, as well as trade surveys to measure the trade's views of Regulatory Services, are also conducted regularly to identify improvement areas for Regulatory Services. Pro-active communication with the trades via seminars and discussions are also frequent. Where appropriate, Regulatory Services also works jointly with other government departments, the trades and utility companies to promptly restore utilities supply to citizens affected by major incidents.

政府部門及營運基金客戶的研討會及論壇

年內，我們繼續向其他政府部門和營運基金客戶，推廣能源效益與節能的好處和最新發展。有關課題包括一般的最佳做法及個別範疇的有效節能措施。

政府部門研習能源效益知識

- 能源效益事務處於2012年7月在香港中央圖書館及科學館，為各政府部門舉辦了三場「2012年度政府部門的能源消耗報告及監察」簡報會，有400多名政府部門代表出席。

簡報會的目的是，讓各政府部門的環保經理更深入瞭解能源消耗數據的重要性，及其有效的收集與應用方法，從而提高能源效益。講者包括政府產業署及建築署代表，分別跟與會者交流經驗。

- 本部門於2012年10月為機電工程署及政府部門的同事舉辦能源統計能力建設工作坊，增進參加者處理能源統計的知識。來自海外的日本經濟研究所和國際能源署以及本港的能源專家應邀分享經驗。

社區

我們的員工一向積極服務社會。他們除執行職務，向市民傳達機電安全和能源效益的信息外，還在工餘時參與義工服務，回饋社會。我們的義工隊在多方面服務社會已超過十年。部門許多專業工程師也積極參與本地和國際的專業工程學會，為業界的發展出力，維持業界的高專業水平。

公眾教育活動

我們一直與其他政府部門和社會各界緊密協作，致力向市民推廣機電安全和節約能源。這是機電工程署規管服務的重要一環。我們通過不同渠道進行公眾教育工作，包括傳媒、互聯網、刊物、推廣及廣告宣傳活動、海報及郵件、嘉年華會、巡迴展覽、話劇表演、遊戲、問答比賽、講座及研討會，以滿足不同社會群組的需要。

Seminars and Forums for Government Departments and EMSTF Clients

During the year, EMSD continued to promote the benefits and latest practices in energy efficiency and conservation to other government departments, public organisations and EMSTF clients. The topics covered general best practices as well as energy saving tips for specific areas.

Government Departments Learn More about Energy Efficiency

- Our Energy Efficiency Office held three briefings for government departments in July 2012 at the Central Library and Science Museum on the topic of "Government Departments' Energy Consumption Report and Monitoring 2012", attracting over 400 participants from various departments.

The briefings aimed to inform green managers in government departments about the importance of energy consumption data, its effective collection and application, as well as ways to enhance energy efficiency. Guest speakers from the Government Property Agency and Architectural Services Department also shared their experiences with participants.

- An energy statistics capacity building workshop was organised for both EMSD and government department colleagues in October 2012 to build up the knowledge on how to handle energy statistics. Overseas energy experts from The Institute of Energy Economics, Japan and International Energy Agency as well as local experts were invited to deliver talks and share experience.

COMMUNITY

Our staff have long been active in serving the community, both in their work duties to reach out to the public to disseminate E&M safety and energy efficiency messages, and as voluntary service beyond their work duties to give back to the community. Our Staff Voluntary Service Team, for example, has served the community in numerous initiatives for more than ten years. Many of our professional engineers also play active roles in local and international professional engineering institutes to contribute to the growth of the profession and help maintain its high standards.

Public Education Activities

We work closely with other government departments and the community to promote E&M safety and energy efficiency to the public, an important aspect of the work of our Regulatory Services. Public education is conducted through a variety of channels, including mass media and the Internet, publications, promotional and advertising campaigns, posters and mail-outs, carnivals, roadshows, drama performances, game contests, quizzes, talks and seminars tailored to meet the needs of specific segments of the public.



我們的攤位吸引了大批市民參觀。
InnoCarnival visitors flocked to our booth.

創新科技嘉年華2012 展示邊界圍網保安系統

由創新科技署舉辦的「創新科技嘉年華2012」於2012年11月3日至11日假香港科學園舉行，機電工程署也有參與，並以互動展示形式，吸引了大批市民。是次活動有20多萬名市民到場參觀，透過展覽認識更多日常生活中的創新科技。

我們的攤位展示了香港邊境採用的先進保安和進出管制技術，透過一套結合震動感應電纜、熱能影像系統、閉路電視技術的模擬邊界圍網保安裝置，讓參觀者透過互動模擬系統，了解這套系統如何偵測和辨識入侵者。攤位內也設置了採用影像分析和生物辨識技術的先進進出管制設備，例如指紋和臉部辨識系統，讓市民親身體驗這些先進技術。

InnoCarnival 2012 Showcases Border Fence Security System

EMSD attracted a lot of interest from members of the public with its interactive demonstration system at the InnoCarnival 2012. Organised by the Innovation and Technology Commission, the Carnival was held at the Hong Kong Science Park from 3 to 11 November 2012. More than 200,000 visitors attended the event to learn more about innovative technologies in daily life.

The EMSD booth showcased the application of up-to-date technologies for security and access control at Hong Kong border. Visitors could interact with a border fence security model to realise how vibration sensor cables, thermal imaging system and CCTV technology are integrated to detect and identify intruders. State-of-the-art access control equipment using video analytics and biometrics technologies such as fingerprint and facial recognition systems were also set up for visitors to have first-hand experience on their application.



機電工程署代表與講者合照。
Speakers and EMSD representatives at the Forum.

「淡水冷卻塔和建築物能源效益的規管及實務」技術研討會

能源效益事務處於2012年11月舉辦了兩場一年一度的「淡水冷卻塔和建築物能源效益的規管及實務」技術研討會，共吸引了約740名人士參加。研討會目的是向業界及持份者，包括大廈業主、物業管理公司、顧問公司和承辦商，宣傳淡水冷卻塔的規管及實務事宜，並推廣建築物能源效益。

研討會分享了有關淡水冷卻塔的加強規管、淡水冷卻塔計劃的最新發展、冷卻塔設計/操作及良好作業指引、成功更換水冷式空調的經驗、及預防退伍軍人病症的水處理管理事宜等，並簡介在2012年9月進入全面實施階段的《建築物能源效益條例》的框架及實施情況。

Technical Forum on Control and Practice of Fresh Water Cooling Towers and Buildings Energy Efficiency

The annual forum, organised by the Energy Efficiency Office, was held in November 2012 and attracted about 740 participants to its two sessions this year. The forum provided a platform to promote the control and practice of fresh water cooling towers (FWCT) and buildings energy efficiency to the trades and stakeholders, including building owners, property management companies, consultants and contractors.

The forum covered topics such as the enhanced regulatory control of fresh water cooling towers, the latest developments of the FWCT Scheme, design and installation as well as good operation and maintenance practice of cooling towers, case studies of successful conversion to energy efficient water-cooled air-conditioning systems and water treatment management for the prevention of Legionnaires' disease. It also briefed participants on the Buildings Energy Efficiency Ordinance and its full implementation since September 2012.



是次活動反應熱烈，共吸引了約740名人士參加。
The Forum attracted about 740 participants.

《升降機及自動梯條例》簡報會

我們舉行了30場《升降機及自動梯條例》（條例）簡報會，向廣大市民、業主立案法團及物業管理機構宣傳有關條例。簡報會有超過2,900名公眾人士參加。簡報會主要介紹升降機及自動梯負責人的責任，也講述關於安全使用升降機及自動梯和七項優化現有升降機的建議。我們還派發了有關引進《升降機及自動梯條例》、升降機優化和升降機及自動梯的負責人責任的小冊子。屋宇署代表也應邀出席其中八場簡報會，講解有關強制驗樓及驗窗計劃，共吸引了1,608人參加。

Briefing Sessions on the New Lifts and Escalators Ordinance

Thirty briefing sessions were held to promote the Lifts and Escalators Ordinance (LEO) to the general public, owners' corporations, and property management agencies. Speakers explained the duties of the responsible persons for lifts and escalators under the LEO, the safe use of lifts and escalators as well as the seven proposals to modernise existing lifts. Over 2,900 members of the public attended the briefings. Participants at the briefings also received booklets on lift modernisation, LEO introduction, and duties of responsible persons of lifts and escalators under the LEO. Representatives from the Buildings Department also spoke on the statutory requirements under the mandatory building and window inspection schemes in eight of the briefings, which attracted 1,608 attendees.



2,900多名公眾人士出席簡報會，了解新條例如何影響大廈管理。

Over 2,900 members of the public attended briefing sessions on the new Ordinance regarding building management.



已簽署約章的車輛維修工場代表，與嘉賓於啟動典禮合照留念。
Representatives from workshops that have subscribed to the Charter, with guests at the launching ceremony.



約200名註冊車輛維修技工，參加於2012年12月為推出車輛維修工場約章而舉辦的「醒目車輛維修技工比賽」。
About 200 Registered Vehicle Mechanics took part in a Smart Mechanic Competition in December 2012 to mark the establishment of the Vehicle Maintenance Workshops Charter.

車輛維修工場約章啟動典禮

車輛維修工場約章啟動典禮於2013年1月舉行，標誌「車輛維修工場約章」正式推出。約章至今已吸引200位工場東主簽署，自願承諾遵守《車輛維修工場實務指引》並提供優質車輛維修服務。這些工場的資料均已上載至機電工程署網頁，讓公眾在選擇車輛維修商時有所依據。預計當更多的推廣活動陸續推出後，會有更多工場加入約章計劃。

車輛維修工場約章計劃，與早於2007年推出並已吸引約八成車輛維修技工參加的「車輛維修技工自願註冊計劃」將發揮相輔相成的協同效應，合力提升車輛維修業界的服務水平，為公眾帶來裨益。

Vehicle Maintenance Workshops Charter Launching Ceremony

The launching ceremony, held in January 2013, marked the establishment of the Vehicle Maintenance Workshops Charter which has so far attracted over 200 signatories of workshop owners. The signatories have voluntarily pledged to abide by the "Practice Guidelines for Vehicle Maintenance Workshops" to deliver quality vehicle maintenance services. Information of these workshops is posted on EMSD's web page, so that the public could make informed choices when selecting vehicle mechanics. It is expected that more workshops will subscribe to the Charter as more promotional activities are introduced.

This Scheme works in conjunction with the Voluntary Registration Scheme for Vehicle Mechanics which was launched earlier in 2007 and which have attracted about 80% of all vehicle mechanics to participate. The two schemes are expected to create a synergy effect that will in turn improve the vehicle maintenance trade's standards, thereby benefiting the public.

東區醫院步行籌款

機電工程署一直致力參與公益慈善活動，發揮社區共融的力量。我們的同事於2012年11月24日參加由東區尤德夫人那打素醫院舉辦的東區醫院日，並獲得院方特別頒發「最踴躍參與獎」及感謝狀。

PYNEH Fundraising Walkathon

EMSD has always been an active participant of various charity events that promote social inclusion. Our colleagues took part in the Pamela Youde Nethersole Eastern Hospital (PYNEH) Day on 24 November 2012 and received a "Participation Award (Other Organisations)" and a letter of appreciation from PYNEH.



醫院管理局港島東聯網總監暨東區尤德夫人那打素醫院行政總監劉楚釗醫生（後排左五），與機電工程署員工共襄善舉。
Dr Lau Chor-chiu, Chief Executive of the Hong Kong East Cluster of Hospital Authority cum Chief Executive of Pamela Youde Nethersole Eastern Hospital (5th from left, back row) and EMSD staff joined hands for the walkathon.



機電工程署同事於起步點整裝待發。
EMSD staff getting ready at the Ngong Ping Charity Walk starting point.

昂步棧道2013

一般法例部同事於2013年1月20日參加「昂步棧道2013」慈善步行籌款，參加者也包括其他政府部門、私營機構和社會人士。步行籌款由註冊非牟利組織香港青年旅舍協會由2007年起開始每年舉辦，該會宗旨是在本港提供友好、舒適、安全及實惠的青年旅舍住宿服務，籌得款項用作日常營運經費。

Ngong Ping Charity Walk 2013

Our colleagues from the General Legislation Division participated in the "Ngong Ping Charity Walk 2013" with other supporters from the government, private sectors and the community on 20 January 2013. Organised by the Hong Kong Youth Hostels Association, a registered non-profit organisation that aims to provide friendly, comfortable and safe accommodation to hostellers in Hong Kong at an affordable price, the annual charity walk has been raising funds for the Association's daily operations since 2007.



機電工程署同事參與由生命小戰士會舉辦的步行籌款。
EMSD staff participated in the fundraising walkathon organised by the Little Life Warrior Society.

為香港及國內兒童癌症病童步行籌款

機電工程署一直鼓勵員工參與慈善工作。我們的同事聯同家屬，於2012年12月16日在香港中文大學參加步行籌款。主辦機構生命小戰士會致力為患癌兒童、康復者及其家人提供援助。是次活動籌得的款項，將分別捐贈予八間本港和內地的慈善機構。

Fundraising Walkathon for Children with Cancer in Hong Kong and Mainland China

EMSD has always encouraged its staff to participate in charity events. Our colleagues and their families participated in a walkathon organised by the Little Life Warrior Society that took place at The Chinese University of

Hong Kong on 16 December 2012. The organiser aims to help children cancer patients, cancer survivors and their family members. Funds raised by the walkathon will benefit eight charitable organisations in Hong Kong and Mainland China.

伊利沙伯醫院金禧健步行同樂日

伊利沙伯醫院（伊院）於2013年1月13日舉行「伊院金禧健步行同樂日」，機電工程署衛生工程部主任代表獲邀參加，並一同慶賀伊院成立50周年金禧紀念。當日，同事由尖沙咀香港文化中心出發，途經香港理工大學，最後返抵伊利沙伯醫院。是次體能活動，更能使同事提高健康意識。

Golden Jubilee First Celebration Activity - Walkathon

The walkathon was held by Queen Elizabeth Hospital on 13 January 2013. Representatives from our Health Sector Division were invited to join the walk and also celebrate the Hospital's 50th Anniversary. The walkathon started at the Hong Kong Cultural Centre, Tsim Sha Tsui to the Queen Elizabeth Hospital, by way of The Hong Kong Polytechnic University. Participation by our staff in the event could help raise their awareness of the importance of good health.



同事參與健步行可提高健康意識。
Participation in the Walkathon helped raise health awareness of staff.

經濟表現

ECONOMIC PERFORMANCE

CONTRIBUTING TO THE
LOCAL ECONOMY
貢獻本地經濟發展



經濟表現

機電工程署為香港的經濟發展作出貢獻。我們的營運服務為包括政府部門及公營機構等客戶提供服務，而我們的規管服務則以市民大眾為對象。兩者均創造就業機會，也為向我們提供貨品和服務的供應商及承辦商帶來商機，惠及本地經濟。

此外，我們的規管服務亦致力確保本港有一個安全和講求節約能源的環境，這對吸引外資來港十分重要。由於節能產品和建築物能源效益的規管架構在未來數年將更趨完備和成熟，市場對低碳及有利生態環境平衡的產品和服務需求定會增加，從而為業界和社會帶來更多營商和創新的機會。

概覽

我們每年都透過機電工程營運基金業績報告及規管服務行政預算檢討我們的經濟表現。如欲全面了解我們的財務表現，請參閱機電工程營運基金2012/13年報告 (www.emsd.gov.hk) 以及香港特別行政區政府的政府一般收入帳目 (總目42) (www.budget.gov.hk)。

ECONOMIC PERFORMANCE

EMSD contributes to the economic development of Hong Kong. Our Trading Services arm provides services to our clients comprising government departments and public bodies, whereas our Regulatory Services provides services to the general public. In turn, these activities create jobs and business opportunities for suppliers and contractors from whom we purchase goods and services. All of these activities contribute to the local economy.

In addition, our Regulatory Services strives to maintain a safe and energy efficient environment which is vital to attract business activities and investment to Hong Kong. As the regulatory framework for energy efficient products and buildings is likely to grow and mature in the coming years, market demand for low carbon and more sustainable products and services is set to increase accordingly, thus creating more business and innovation opportunities for the trades and community.

Overview

Our economic performance is reviewed on a yearly basis through the annual reporting of the business results of the Electrical and Mechanical Services Trading Fund for our Trading Services, and through the Administrative Budget for our Regulatory Services. More information can be obtained from the EMSTF Report 2012/13 (www.emsd.gov.hk) and the HKSAR Government's General Revenue Account (Head 42) (www.budget.gov.hk) for a complete review of our financial performance.

實際的部門開支摘要載於下表：

A summary of the actual departmental expenditure is set out in the table below:

主要經濟指標摘要 — 規管服務

SUMMARY OF KEY ECONOMIC INDICATORS – REGULATORY SERVICES

	2010/11 (千港元) (HK\$'000)	2011/12 (千港元) (HK\$'000)	2012/13 (千港元) (HK\$'000)
供應商及承辦商費用 Suppliers & Contractors Costs	72,384	82,012	110,900
為政府部門進行節能項目 / 可再生能源項目及室內空氣 Expenditure on Energy Efficiency Projects / Renewable Energy Projects & IAQ Projects for Government Departments	131,102	58,861	36,196
總薪酬及福利 / 員工成本 Total Payroll and Benefits / Staff Costs	199,255	214,828	231,939

主要經濟指標摘要 — 營運服務

SUMMARY OF KEY ECONOMIC INDICATORS – TRADING SERVICES

	2010/11 (千港元) (HK\$'000)	2011/12 (千港元) (HK\$'000)	2012/13 (千港元) (HK\$'000)
營業額 Turnover	4,217,056	4,317,640	4,643,068
供應商及承辦商費用 Suppliers & Contractors Costs	1,781,660	1,857,162	2,140,828
總薪酬及福利 / 員工成本 Total Payroll and Benefits / Staff Costs	1,806,854	1,969,511	2,094,713
稅務 (名義) Taxation (notional)	98,770	95,560	82,699
固定資產回報率 Rate of Return on Fixed Assets	58.1%	45.5%	38.1%
收入回報率 (按稅後運作盈利計算) Rate of Return on Revenue (Based on operating profit after tax)	11.9%	9.0%	6.9%

新業務發展

在2012/13年財政年度，營運基金的新業務喜見穩定發展，除了現有的客戶與我們簽訂新合約，我們仍繼續努力不懈，尋找商機。

我們設立了成員包括高級工程師及工程師的專責小組，為發展局提供支援及與機管局項目團隊保持聯繫，探討新機場的工程技術能力，俾能應付機場第三條跑道工程所帶來的商機。我們會繼續跟進該項目的發展及專業/維修保養支援的業務機會。

我們的運輸、保安及中央工程部會繼續與路政署保持密切聯繫，探討營運基金參與港珠澳大橋香港口岸機電及空調的維修保養計劃帶來的商機。

營運基金協助政府物流服務署為政府各部門採購電動車。合約總值分別為3,164萬及902萬元，即86輛電動車及67輛電單車。

我們的衛生工程部早在新場地的工程策劃階段已參與工程計劃，如明愛醫療中心擴建及仁濟醫院重建計劃，以期獲取操作及維修保養服務的業務。此服務合約預計總值約2,000萬元。

我們與旅遊事務署商討，積極爭取為其轄下的啟德郵輪碼頭工程系統及設備提供操作及維修保養服務的機會。

我們就新油麻地戲院的操作及維修保養服務外判安排及採用以場地為基準的外判服務模式的成效已進行審查，稍後將會完成審查報告。

為了跟進潛在的大型公共工程項目，我們的工程策劃部和運輸、保安及中央工程部已於2012年5月成立基礎建設項目工作小組，並分別於2012年5月22日、2012年9月26日和2013年1月30日召開三次會議。期間，小組向與會者匯報現有和新的基礎建設項目的最新進展，以便為未來業務編制人力資源計劃。

NEW SERVICE DEVELOPMENT

In the fiscal year of 2012/13, the EMSTF saw steady business growth, retained existing clients with new SLAs and continued to work hard to explore new business opportunities.

We set up a Task Force comprising senior engineers and engineers to provide support to the Development Bureau, and liaise with the Airport Authority project team to explore new airport engineering technology competency to cope with the business opportunity arising from the Airport Third Runway Project. We will continue to keep track of the project development and the business opportunity on professional / maintenance support.

Our Transport, Security and Central Services Division will continue to liaise with the Highways Department on the engagement of the EMSTF for electrical, mechanical and air-conditioning maintenance for the Hong Kong-Zhuhai-Macao Bridge Hong Kong Boundary Crossing Facilities.

The EMSTF assisted the Government Logistics Department in procurement of electric vehicles for various government departments. The contract sums were \$31.64 million and \$9.02 million, representing a total of 86 electric cars and 67 motorcycles respectively.

Our Health Sector Division participated in project stages to secure O&M businesses at new venues such as Caritas Medical Centre extension and Yan Chai Hospital redevelopment. The potential O&M services contract is expected to be about \$20 million.

To explore further business opportunities with the Kai Tak Cruise Terminal, we have been actively liaising with the Tourism Commission for providing O&M services for the engineering systems and equipment in Kai Tak Cruise Terminal.

We reviewed and will finalise the report on the effectiveness of the O&M services outsourcing arrangement and the use of venue-based outsourcing service model for the new Yau Ma Tei Theatre.

To keep track of potential large scale public works projects, we formed an Infrastructure Project Working Group between Project Division and Transport, Security and Central Services Division in May 2012 and held three working group meetings on 22 May 2012, 26 September 2012 and 30 January 2013 respectively. During the meetings, the latest progress of existing and new infrastructure projects was updated for manpower planning of future businesses.

營運基金的電子工程師運用他們的專業知識為民眾安全服務隊提供有關採用數碼集群無線電通訊系統取代已過時的模擬廣播系統的項目管理服務；為香港海關購置及安裝於香港內河碼頭的全新流動X光車輛掃描系統用以提高貨車檢查效率及為香港電台新總部的電子系統提供技術支援。

未來，我們會向環境局建議簽訂服務水平協議，在不同的政府部門和停車場，提供電動車充電設施維修保養服務。

僱員

截至2013年3月31日止，機電工程署聘用5,186名員工，較上年度減少了2.2%，員工成本包括薪酬、強制性公積金供款、津貼和附帶福利，總額約為23億元。

物料及服務採購

我們一直與顧問、供應商和承辦商緊密合作，為市民和客戶部門提供高效率和高質的服務。在採購物料及服務方面，我們按照發展局（工務科）、環境局和政府物流服務署制訂的指引，嚴格遵守採購程序和各類合約的招標程序。2012/13年度，我們在承辦商及供應商方面的開支總額約為22.5億元。

The EMSTF's electronic engineering expertise was sought when the Civil Aid Service planned to replace their obsolete analogue radio system with the latest Digital Trunked Radio System. We also provided project management service and technical inputs for the procurement of a new mobile x-ray vehicle scanning system at River Trade Terminal for the Hong Kong Customs and Excise Department to enhance the efficiency of truck inspection, and supported Radio Television Hong Kong in installing electronics systems for its new headquarters.

In future, we will propose a SLA to Environment Bureau to provide maintenance service for the electric vehicle charging facilities at various government offices and car parks.

EMPLOYEES

As of 31 March 2013, EMSD employed 5,186 staff. This represents a 2.2% decrease on the previous year. Staff cost including payroll, Mandatory Provident Fund contribution, allowance, and fringe benefits was \$2.3 billion.

PROCUREMENT OF GOODS AND SERVICES

We regularly work with our consultants, suppliers and contractors who support us in providing quality services efficiently and effectively to the public and our client departments. For the purchase of materials and services, we strictly adhere to the procurement procedures and tender processes for various types of contracts according to the guidelines set by the Development Bureau (Works Branch), the Environment Bureau and the Government Logistics Department. The expenses on contractors and suppliers in 2012/13 were approximately \$2.25 billion.

與持份者溝通

Stakeholder Engagement

作為政府機構，我們的持份者包括客戶、決策局、僱員、受規管業界、工商業組織、供應商和承辦商、專業和行業團體及社會大眾。

考慮到持份者的不同類別，我們提供了多種溝通渠道，以配合持份者不同的需要。當中包括年報、網站、通訊刊物如《機電與我》、《電力快訊》、《氣體快訊》、《智能》、《機電傳聲》和《群聲》、客戶聯絡小組、員工協商委員會、與商會和專業團體的定期諮詢，以及有關機電安全及能源效益的宣傳及推廣與社區外展活動等。

此外，我們的高層管理人員更以身作則，支持和鼓勵同事加入香港工程師學會的理事會、各個委員會和工作小組，及參與國際性的工程組織，維持本港工程專業的高水平。

我們於2012/13年度為下列主要持份者舉行了多項活動：

As a government agency, our stakeholder groups include clients, policy bureaux, staff, regulated trades, industry and business organisations, suppliers and contractors, professional and trade associations and the general public.

Given the varied nature of our stakeholders, we have developed different communication programmes to cater to their different needs. Our communication channels include annual report, websites, publications such as E&M Safety Newsletter, Electricity News, Gas Safety Bulletin, Energy Wits, VoiceLink and Group Voice, customer liaison groups, staff consultative committees, regular consultations with trade associations and professional institutions, and ongoing electrical and mechanical safety and energy efficiency publicity, promotion and community outreach programmes.

Furthermore, our senior managers are also personally involved in supporting and encouraging colleagues to join the Council and various Boards and Committees of the Hong Kong Institution of Engineers, and participating in international engineering organisations, as part of the effort to uphold the high standards of the engineering profession in Hong Kong.

The following major stakeholder engagement activities were held in 2012/13:

公眾人士

- 為各類機構 / 學校舉行220場講座或探訪，宣傳能源效益及節能。
- 為多個機構舉行53場簡報會，宣傳新的《建築物能源效益條例》及有關建築物能源實務守則與能源審核的強制執行事宜。
- 舉行50次外展講座，而機電工程署教育徑也接待了225個參觀團，共約8,500位訪客，向各機構和學校宣傳能源效益和節能。
- 往全港幼稚園、小學及老人中心進行308次外展講座，向約33,000位參加者宣傳電力安全。
- 往全港幼稚園、青年中心及老人中心進行217次外展講座，向31,000多名參加者講解機動遊戲機、升降機和自動梯的安全使用方法。
- 舉行51次學校展覽，宣傳強制性能源效益標籤計劃。

PUBLIC AT LARGE

- Delivered / Organised 220 talks and visits to organisations / schools to promote energy efficiency and conservation.
- Delivered 53 presentations to various organisations for promotion of the new Buildings Energy Efficiency Ordinance on mandatory implementation of building energy code and energy audit.
- Organised 50 outreach talks and 225 visits to the Education Path of EMSD Headquarters for about 8,500 visitors from different organisations and schools to promote energy efficiency and conservation.
- Visited 308 kindergartens, primary schools and elderly centres with about 33,000 participants to promote electrical safety.
- Visited 217 kindergartens, youth centres and elderly centres with over 31,000 participants to promote the safe use of amusement rides, lifts and escalators.
- Conducted 51 school exhibitions on the Mandatory Energy Efficiency Labelling Scheme (MEELS).

公眾人士（續）

- 於2013年2月全面走訪全港有關的零售商，宣傳第一及第二階段的強制性能源效益標籤計劃。
- 於2012年6月及10月與2013年3月，就強制性與自願性能源效益標籤計劃舉行三次聯合簡介會。
- 於2012年6月26日就能源效益、節能與節能駕駛，舉行一場公開研討會。
- 就自願性能源效益標籤計劃所涵蓋的新家用產品，與工作小組成員及業界人士於2013年1月及4月舉行兩次會議。
- 為業界人士就《供電電纜（保護）規例》的要求，舉行33場安全講座及研討會，參加者包括政府工務部門、顧問公司、承辦商、合資格人士、一般工地員工等。
- 為2,900多位業界代表、升降機/自動梯擁有人、業主立案法團成員和物業管理公司員工舉辦30場簡介會、技術及安全講座與研討會。
- 於2012年12月13日舉行「醒目車輛維修技工比賽」，約有200名註冊車輛維修技工參加。
- 於2013年1月10日舉行車輛維修工場約章啟動典禮。
- 於2012年11月9日舉辦了兩場「淡水冷卻塔和建築物能源效益的規管及實務」技術研討會。
- 為業界、區議會及工程學會等舉行34場氣體安全簡介會。
- 推行註冊電業工程人員持續進修計劃，為註冊電業工程人員舉行202場講座 / 研討會。

PUBLIC AT LARGE (CONTINUED)

- Conducted a full-scale publicity visit to relevant retailers in February 2013 to promote the 1st and 2nd phases of MEELS.
- Conducted three briefing sessions on Energy Efficiency Labelling Scheme (both mandatory and voluntary) in June 2012, October 2012 and March 2013.
- Held a public seminar on energy efficiency and conservation as well as eco-driving on 26 June 2012.
- Held two meetings in January and April 2013 with task force members and trade members in preparation for the introduction of new household appliances under the Voluntary Energy Efficiency Labelling Scheme.
- Delivered 33 safety talks and seminars on the requirements of Electricity Supply Lines (Protection) Regulation to the trades, inclusive of government works departments, consultants, contractors, competent persons, general site staff, etc.
- Conducted 30 briefing sessions, technical and safety talks and seminars for over 2,900 trade representatives, lift / escalator owners, members of the incorporated owners and building management staff.
- Held the "Smart Mechanic Competition" on 13 December 2012 for around 200 Registered Vehicle Mechanics.
- Held the Vehicle Maintenance Workshops Charter Launching Ceremony on 10 January 2013.
- Conducted two sessions of Technical Forum on Control and Practice of Fresh Water Cooling Towers and Buildings Energy Efficiency on 9 November 2012.
- Conducted 34 briefings on gas safety for the trades, District Councils, engineering institutes, etc.
- Conducted 202 talks and seminars on the implementation of the Continuing Professional Development Scheme for Registered Electrical Workers.

我們的員工

- 規管服務於2012年11月22日及2013年1月18日舉行了策略工作坊。
- 機電工程營運基金於2012年9月19日及10月19日舉行了策略工作坊。
- 於2012年11月舉行三場署長簡報會。
- 首長級人員到訪了190個場地，進行員工親善探訪。
- 於2012年10月16日與部門11個工會舉行聯席會議。
- 於2013年3月舉行兩場部門專業人員周年論壇。
- 於2013年1月至3月為部門外調的督察級、技術級及初級員工舉行周年論壇。
- 員工福利組為抱恙或住院員工進行了18次家訪、48次醫院探訪、51次工作間探訪、356次電話問候及12次吊唁探訪。

OUR STAFF

- Held the Regulatory Services' annual Strategy Formulation Workshop on 22 November 2012 and 18 January 2013.
- Held the EMSTF's annual Strategy Formulation Workshop on 19 September and 19 October 2012.
- Held three sessions of Director's briefing in November 2012.
- Conducted 190 ambassador visits by directorate officers at various venues.
- Conducted a joint meeting with 11 staff unions of EMSD on 16 October 2012.
- Held two sessions of the Yearly Forum for professional staff in March 2013.
- Held Yearly Forums for seconded inspectorate, technical and junior staff from January to March 2013.
- Conducted 18 home visits, 48 hospital visits, 51 workplace visits, 356 goodwill phone calls and 12 condolence visits to sick or hospitalised staff, by the Staff Welfare Unit.

客戶

- 在2012年4月3日和10月26日就數碼集群無線電通訊系統與消防處舉行兩次高層會議。
- 在2012年4月18日、5月18日、6月20日、7月18日、8月22日、9月19日、10月17日、11月21日、12月19日及2013年1月16日與消防處舉行高層會議，檢討服務表現和尋找新的商機。
- 在2012年5月3日及9月25日與民航處舉行工作層會議，檢討我們的服務表現。
- 在2012年5月30日、8月29日及11月20日與香港天文台舉行工作層會議，檢討我們的服務表現。
- 在2012年6月27日就懲教署車輛的操作及維修事宜到喜靈洲懲教所進行工作層面訪問。
- 在2012年7月9日與食物環境衛生署進行有關火葬場和骨灰龕的統籌會議。
- 在2012年10月12日至11月25日期間，就新的《升降機及自動梯條例》（第618章）下的「負責人指引」與多個客戶舉行高層座談會。
- 安排與醫院管理局進行多次親善探訪/高層座談會/工作層座談會等。

OUR CLIENTS

- Held two high level meetings on “Digital Trunked Radio System” with Fire Services Department on 3 April and 26 October 2012.
- Held high level meetings with Fire Services Department on 18 April, 18 May, 20 June, 18 July, 22 August, 19 September, 17 October, 21 November, 19 December 2012 and 16 January 2013 to review service performance and explore new business opportunities.
- Held working level meetings with Civil Aviation Department on 3 May and 25 September 2012 to review our service performance.
- Held working level meetings with Hong Kong Observatory on 30 May, 29 August and 20 November 2012 to review our service performance.
- Conducted a working level visit to Hei Ling Chau Correctional Institution on operation and maintenance of Correctional Services Department vehicles on 27 June 2012.
- Held a coordination meeting with Food and Environmental Hygiene Department on crematoria and columbaria on 9 July 2012.
- Held high level seminars for various clients on the Guidelines for all Responsible Persons under the new Lifts and Escalators Ordinance (Cap. 618) from 12 October to 25 November 2012.
- Conducted various courtesy visits / high level seminars / working level seminars for Hospital Authority.

獎項及嘉許

Awards and Recognition

獎項及嘉許

在2012/13年度，機電工程署人員獲政府及外間機構頒發多個重要獎項，表揚我們在工作或社會服務方面的出色表現。我們也主動參與各項活動、比賽及合適的認證工作，以掌握不同範疇的最佳做法和標準。

AWARDS AND RECOGNITION

In 2012/13, EMSD staff received several major awards both from the government and also external associations in recognition of our outstanding performance at work or community service. We also participate in events, competitions and certification exercises where appropriate to keep ourselves abreast of the best practices and standards of excellence in different areas.



前香港工程師學會會長蔡健權教授（中）頒發優異獎給本署員工，表彰本署研發、名為「太陽能發電感應水龍頭和水利發電感應水龍頭」的雙效能節水省電發明。
EMSD staff received the Merit Award from Professor Choy Kin-kuen (middle), the then President of The Hong Kong Institution of Engineers, in recognition of our solar sensor water taps and hydro-powered sensor water taps invention.

綠色科技創意大獎

機電工程署一直致力透過推廣環保科技和可再生能源，提升市民的日常生活質素。這方面的工作，已在香港工程師學會首次舉辦的「卓越工程巡禮2013」中贏得殊榮。

本署人員研發的創意項目「太陽能發電感應水龍頭和水利發電感應水龍頭」，在「工程創意大獎」科技組別中獲頒優異獎。本署為政府建築物及學校研發的可再生能源水龍頭，都配備了微型渦輪水力發電機或太陽能感應器，由自動感應裝置控制水流量，發揮省電節水的雙重效能。

Innovation Award for Green Technologies

EMSD's efforts to improve the public's daily life through the promotion of environmental technologies and renewable energy were given recognition, at the Hong Kong Institution of Engineers' Inaugural Engineering Week 2013.

An innovation developed by our staff, the "Solar/Hydro-powered Sensor Water Taps", received the Merit Award under the Technology Category of the Innovation Award for Engineering Industry. The renewable energy taps developed for government buildings and schools were fitted with hydro-powered micro-turbine or solar-powered sensors for the automatic sensing devices to control water flow, thus conserving both electricity and water.



陳奇中先生（左）獲選為2012年度傑出學徒。
Mr Chan Ki-chung (left) won the 2012 Outstanding Apprentice Award.



范迪龍先生（左）獲選為2012年度優異學徒。
Mr Fan Dik-lung (left) won the 2012 Outstanding Apprentice and Trainee Award (Excellent Performance).



黃子健先生（左）榮獲2012年度最佳學徒（汽車維修業）亞軍。
Mr Wong Chi-kin (left) won the first runner-up award in the 2012 Best Apprentice Competition (Automobile Industry).

見習技術員再獲職訓局獎項

機電工程署見習技術員繼2009、2010及2011年連續三年奪得職業訓練局每年舉辦的「傑出學徒及見習員獎勵計劃」獎項後，2012年再接再厲，見習二級技術員陳奇中先生奪得「傑出學徒」獎項，而見習一級技術員范迪龍先生則奪得「優異學徒」獎項。此外，見習二級技術員黃子健先生在最佳汽車學徒比賽中，也奪得亞軍殊榮。

Apprentices Won VTC Awards Again

EMSD technician trainees were recipients of the Outstanding Apprentices and Trainee Awards organised annually by the Vocational Training Council for three consecutive years in 2009, 2010 and 2011. Our staff won the awards again in 2012. Mr Chan Ki-chung, Technician Trainee II won "The Outstanding Apprentice" award, whereas Mr Fan Dik-lung, Technician Trainee I won "The Excellent Apprentice" award. EMSD Technician Trainee II, Mr Wong Chi-kin was the first runner-up in "The Best Vehicle Apprentice" competition.

瑪麗醫院即時嘉許獎勵計劃

衛生工程服務（香港西）分部在瑪麗醫院舉辦的「2012年即時嘉許獎勵計劃」中獲獎。同事憑着出色的表現，在短時間內為洗腎中心設計及提供一套淨水系統，同時致力為公眾提供優質服務，獲得公眾的認可。

Queen Mary Hospital Staff Award Scheme

Our Health Sector Services (Hong Kong West) Sub-division received an award under the Queen Mary Hospital Staff Award Scheme 2012 in recognition of our work for designing and providing a water purification system for the hemodialysis centre within a short period of time. The award is recognition for our colleagues who achieved outstanding performance and enhanced the quality of service to the public.



醫院管理局港島西聯網總監陸志聰醫生（前排中）、聯網總經理（行政事務）葉佩華女士（前排右二）和瑪麗醫院腎科醫生及護士與機電工程署員工合照。
Dr Luk Che-chung, Cluster Chief Executive of the Hong Kong West Cluster of Hospital Authority (middle, front row), Ms Yip Pui-wah, Cluster General Manager (2nd from right, front row) pictured with the Queen Mary Hospital Renal Unit's doctors and nurses, along with EMSD staff.



機電工程署監督的兩個合約工務工程地盤，在「2012年公德地盤嘉許計劃」中分別獲頒銅獎及優異獎。

Two contracts supervised by EMSD won the Bronze Award and Merit Award for two public work sites in the Considerate Contractors Site Award Scheme 2012.

參與2012年公德地盤嘉許計劃

我們一直致力推行工地安全、健康及環保的良好作業方式，並提名一些合約參加公德地盤嘉許計劃。在2012年的計劃中，我們其中一份升降機及自動梯維修保養合約奪得公共工程維修、保養、改建及加建工程公德地盤銅獎、模範前線工地監工獎和模範工人獎三個獎項。至於該計劃的新建工程類別，我們在啟德郵輪碼頭發展工程的岸上污水收集、食水供應和消防龍頭供水系統合約贏得優異獎。

Participation in Considerate Contractors Site Award Scheme 2012

EMSD is committed to good site safety, health and environmental practices, and often nominate selected contracts to join the Considerate Contractors Site Award Scheme.

In the 2012 Scheme, one of our lift and escalator maintenance contracts won three awards, including the Bronze Award for Repair, Maintenance, Alteration and Addition Works, the Model Frontline Supervisor and Model Workers awards. For the category of New Works in the Scheme, we also won a Merit Award for a contract for providing on-shore sewage collection, fresh water supply and fire hydrant water supply systems at the Kai Tak Cruise Terminal project.

GRI Indicator Index

指標 INDICATORS	全球報告倡議組織指標編號 GRI REFERENCE	頁數 PAGE REFERENCE	
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機構簡介 Organisational Profile	2.1 - 2.10	B1, C1, D17 - D19, D29 - D32	
報告規範 REPORT PARAMETERS			
報告概況 Report Profile	3.1 - 3.4	D1	
報告範圍及界限 Report Scope and Boundary	3.5 - 3.11	D1, D40	
全球報告倡議組織內容索引 GRI Content Index	3.12	D40	
認證 Assurance	3.13	D42	
管治、承諾及參與度 GOVERNANCE, COMMITMENTS AND ENGAGEMENT			
管治 Governance	4.1 - 2, 4.4	B1, C1	
與持份者溝通 Stakeholder Engagement	4.14 - 4.16	D23 - D27, D33 - D36	
管理方針及績效指標 MANAGEMENT APPROACH AND PERFORMANCE INDICATORS			
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環境 Environmental	物料 Materials	EN1, EN2	D14, D41
	能源 Energy	EN3, EN5, EN6	D5, D9, D12 - D14
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	排放物、污水及廢棄物 Emissions, Effluent and Waste	EN16, EN18	D15, D41
	產品及服務 Products and Services	EN26	D8 - D13
	交通運輸 Transport	EN29	D15
社會 Social	勞工措施及合理工作 Labour Practices and Decent Work		
	- 僱用 Employment	LA1	D17, D18, D32
	- 職業健康與安全 Occupational Health & Safety	LA6, LA7	D19, D20
	- 培訓與教育 Training and Education	LA10, LA11	D17, D18, D38
	- 多元化與平等機會 Diversity & Equal Opportunity	LA13	D17
人權 Human Rights			
	- 結社自由與集體談判權 Freedom of Association & Collective Bargaining	HR5	D21
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	- 社區 Community	SO1	D9 - D13, D23 - D27
產品責任 Product Responsibility			
	- 產品及服務標籤 Product & Service Labelling	PR5	D9

如欲取得更多關於全球報告倡議組織指標的資料，請瀏覽網站 www.globalreporting.org
For more information about the GRI indicators, please visit the website www.globalreporting.org

統計資料摘要

Summary of Statistics

資源 RESOURCE	2010/11	2011/12	2012/13
電力 (千瓦小時) # Electricity (kWh) #	12,682,496	12,872,172	12,960,001
煤氣 (兆焦耳) Towngas (MJ)	215,856	137,808	131,760
水 (立方米) Water (m ³)	42,545	53,897	46,168
柴油 (升) Diesel (l)	118,496	102,482	106,298
汽油 (升) Gasoline (l)	504,856	472,855	437,780
紙張 – A3、A4 (令) Paper – A3, A4 (ream)	27,778	27,587	27,245
油漆及溶劑 (升) Paint & Solvent (l)	34,788	27,947	20,273
潤滑油 (升) Lubrication Oil (l)	102,199	85,046	81,384
油脂 (公斤) Grease (kg)	1,002	1,674	1,464
製冷劑 (公斤) (例如R22及R134a) Refrigerant (kg) (e.g. R22 & R134a)	18,182	20,024	14,993
工業用氣體 (立方米) (例如氧、氬及乙炔) Industrial Gas (m ³) (e.g. Oxygen, Argon & Acetylene)	1,767	921	844
蓄電池電解液 (升) Battery Electrolyte (l)	660	535	165
原子車胎 (條) Tubeless Tyre (no.)	8,243	9,668	10,361
外車胎 (條) Outer Cover Tyre (no.)	2,857	2,648	2,760
車胎內膽 (條) Inner Tube (no.)	1,732	1,549	1,663
廢氣污水及廢物® EMISSIONS, EFFLUENTS AND WASTE®			
廢紙 (公斤) Waste Paper (kg)	22,296	18,476	24,475
碳粉盒 (個) Toner Cartridges (no.)	3,053	3,736	3,446
用罄電池 (公斤) Batteries (kg)	3,458	3,389	2,631
金屬廢料 (公斤) Metal Scraps (kg)	47,241	14,511	24,180
廢油 (升) Waste Oil (l)	124,148	101,675	94,576
舊車胎 (條) Used Vehicle Tyre (no.)	9,101	12,369	4,847
含水銀照明燈 (盞) Spent Mercury Lamp (no.)	136,454	145,073	119,359
員工 STAFF			
每千名員工的須予呈報意外宗數 Number of Accidents per 1,000 Staff (reportable)	5.42	3.36	4.77
員工滿意度 (以10分為滿分) * Staff Satisfaction (out of a score of 10) *	不適用 Not Applicable	6.5	不適用 Not Applicable
培訓 (平均培訓日數目標 : 4.5日/每名員工) Training (average training targets : 4.5 days/staff)	4.86	4.62	5.44

不包括員工食堂和租用辦公室的電力消耗

@ 有關的廢物由持牌承辦商收集，供物料循環再造或棄置

* 員工滿意度調查每兩年進行一次

Electricity Consumption of canteen, rented offices not included

@ The concerned wastes are collected by the licensed contractor for material recycling or disposal.

* Staff Satisfaction Survey is conducted once every two years.

核實聲明

Verification Statement



香港品質保證局

範圍及目的 SCOPE AND OBJECTIVE

香港品質保證局已對機電工程署（下稱機電署）社會及環保報告2012/13（以下簡稱「報告」）的全部內容進行獨立驗證。該報告陳述機電署在2012年4月1日至2013年3月31日於可持續發展方面的表現及成就。核實組成員沒有參與編制報告的數據和資料。

此核實聲明的目的是對外保證此報告所記載之內容為完整及準確。

Hong Kong Quality Assurance Agency (HKQAA) was commissioned by Electrical and Mechanical Services Department (hereinafter referred to as "EMSD") to undertake an independent verification of the Social and Environmental Report 2012/13 (hereinafter called "the Report"). The Report stated EMSD's sustainability performance and efforts made for the period from 1st April 2012 to 31st March 2013. The verification team did not partake in the compilation of the data and information of the Report.

The aim of this verification was to provide assurance on the completeness and accuracy of the information stated in the Report.

方法 METHODOLOGY

核實工作是依據目前的最佳核實方法執行，以下為評估此報告的準則：

- 遵守社會及道德問責學會（Institute of Social and Ethical AccountAbility）AA1000保證標準所定的完整性、準確性、中立性、可比較性及回應性的原則；及
- 全球報告倡議組織（GRI）的可持續發展報告指南3版本

核實的程序包括審閱相關之文件、與負責編製報告的代表面談及選取報告內具有代表性的數據和資料進行查核，並徹底審查所選樣本的根本數據及證據。

The process used in this verification was based on current best practices. The Report was reviewed based on the following criteria:

- The principles of completeness, accuracy, neutrality, comparability and responsiveness, as set out in the Institute of Social and Ethical AccountAbility standard AA1000, and
- The Global Reporting Initiative (GRI) G3 Guidelines.

The verification procedure included reviewing relevant documentation, interviewing responsible personnel with accountability for preparing the Report and verifying the selected representative sample of data and information consolidated in the Report. Raw data and supporting evidence of the selected samples were thoroughly examined.

結論 CONCLUSION

基於是次的核實結果，香港品質保證局確定報告所載的資料，能對機電署在社會及環保方面的表現，作出相關及完整的披露；核實組確認報告是根據事實記錄而編寫，其陳述的資料準確無誤。此報告公平和如實地載述了機電署各項與社會及環保有關的措施、目標、進度及表現。

核實組已分別地向機電署就將來的可持續發展報告在結構及內容方面可改進的地方提出了建議，這些建議並沒有影響核實組對報告的意見。

Based on the outcome of the verification process, the verification team determined that the information presented in the Report provided a material and complete representation of the performance of EMSD in the context of sustainable development. The verification team confirmed that the Report was prepared based on factual statements and that the data contained within the Report are accurate. It is a fair and honest representation of initiatives, targets, progress and performance on EMSD's social and environmental achievements.

Opportunities for improvement on the reporting structure and contents are separately submitted to EMSD for their consideration on the compilation of future sustainable development reports. It does not affect our opinion on the Report.

香港品質保證局

Signed on behalf of Hong Kong Quality Assurance Agency

譚玉秀
策略業務助理總監
2013年10月

Jorine Tam
Assistant Director, Strategic Business
October 2013