

THE HONG KONG POLYTECHNIC UNIVERSITY

ENVIRONMENTAL POLICY

PART 1: GENERAL STATEMENT

The Hong Kong Polytechnic University is committed to provide a good environment for its staff and students and to ensure that its activities are conducted in an environmentally responsible manner. To this end, the University has adopted the following:

- (a) provision of training for staff to increase their awareness in protecting the environment and preventing pollution;
- (b) undertaking of the design, procurement and maintenance of facilities in an environmentally responsible manner such as energy saving and reducing the consumption and minimizing the production of materials that are harmful to the environment;
- (c) communication of the environmental policy to staff and students and the public at large;
- (d) review of the policy by the Management;
- (e) compliance with relevant environmental protecting ordinances; and
- (f) development of environmental awareness and culture amongst staff and students.

PART 2: ENVIRONMENTAL PLANS

2.1. The environmental plans of The Hong Kong Polytechnic University have the following components:

- (a) Environmental advisory committee
- (b) Legal compliance
- (c) Environmental impact assessment on development projects
- (d) Chemical minimization project
- (e) Chemical & clinical waste disposal
- (f) Air emissions
- (g) Noise control
- (h) Waste water discharge
- (i) Energy conservation
- (j) Resources conservation
- (k) General environmental profile
- (l) Complaint procedures

2.1.1. Environmental Advisory Committee

The existing Health and Safety Committee is restructured and renamed as the Health, Safety and Environmental Committee. Its terms of reference are extended:

- (a) to advise the President, via the Vice President overseeing the Health, Safety and Environment Office, on environmental policy of the University;
- (b) to oversee the implementation of the environmental policy;
- (c) to promote and establish environmental protection culture within the University; and
- (d) to review the environmental policy on regular basis.

2.1.2. Legal Compliance

- (a) The University will comply with all relevant environmental protection legislation of the HKSAR.
- (b) The Health, Safety and Environment Office is responsible to advise the Management and the Health, Safety and Environmental Committee on matters concerning new development in environmental legislation and to monitor the compliance efforts of all other departments/offices/centres in the University.

2.1.3. Environmental Impact Assessment for Development Projects

- (a) To minimize the impact on the environment, major development projects in the University should include environmental impact assessment (EIA) conducted by consultants who are on the appropriate consultant list maintained by the Environmental Protection Department (EPD). The main purpose of the EIA is to minimize the impact of the development on the general environment.
- (b) All development can only be proceeded if the result of the EIA shows that they would not cause substantial deterioration to the environment.
- (c) Where EPD does not hold consultant list for specific EIA projects, the relevant assessments should be conducted by renowned consultants with established reputation in the type of work locally or internationally.

2.1.4. Chemical Minimization Project

- (a) The first principle of environmental protection is to reduce consumption of chemicals. This can serve the dual purposes of purchase cost reduction as well as saving in treatment of chemical waste.
- (b) The University is committed to chemical minimization program as the first means to protect the environment from producing excessive chemical waste.

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- (c) The chemical minimization program shall be administered by the Health, Safety and Environment Office, which is also the controller of Dangerous Goods stores in the University.
 - (d) HSEO is responsible to inspect the storage and usage of chemicals in laboratories and workshops, and to review the chemical inventory maintained by user departments. HSEO, through periodic training courses/workshops organized for staff and students, is also responsible to promote chemical minimization.
 - (e) HSEO will take whatever action is necessary should chemical wastage be identified.

2.1.5. Chemical & Clinical Waste Disposal

2.1.5.1 Chemical Waste

- (a) HSEO is the overall coordinator responsible for the chemical waste disposal programme.
- (b) Upon the completion of the Central Chemical Waste Store, HSEO acts as the overall registered unit with the Environmental Protection Department for chemical waste disposal.
- (c) Individual waste producing departments are to fully cooperate with HSEO to satisfy the legal requirements in relation to chemical waste disposal.
- (d) Properly packaged and labeled chemical waste is to be stored in the Central Chemical Waste Store pending collection by the licensed collector. HSEO is responsible for arranging for the collection. Individual departments however have the responsibility to pre-treat their chemical waste to such a stage that the waste is deemed to be acceptable for collection by the licensed collector.
- (e) HSEO has the authority to conduct investigation and inquiry into cases where there is an unreasonable increase of chemical waste in departments.
- (f) The disposal of chemical waste generated by contractors of the University is entirely the responsibility of the contractors.

2.1.5.2 Clinical Waste

- (a) HSEO is the overall coordinator responsible for the clinical waste disposal programme.
- (b) HSEO is the holder of the Permit issued by the Environmental Protection Department for the proper disposal of clinical waste. Upon the introduction of the forthcoming legislation on the control of clinical waste, HSEO will be the overall registered unit.

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- (c) Individual waste producing departments are to fully cooperate with HSEO to satisfy the safety requirements in relation to clinical waste disposal.
 - (d) In the absence of a central clinical waste store, individual departments are to properly store their waste in accordance with the relevant safety requirements. HSEO is responsible for arranging for collection by an approved collector.
 - (e) HSEO has the authority to conduct investigation and inquiry into cases where there is an unreasonable increase of clinical waste in departments.

2.1.6. Air Emissions

- (a) All new activities within the University which may produce air pollutant must be notified to HSEO before the commencement of such activities. By definition of the Environmental Protection Department, *air pollutant means any solid, particulate, liquid, vapour, objectionable odour or gaseous substance* emitted into the atmosphere.
- (b) HSEO will liaise with the producers to confirm whether the air pollutant is inevitable and essential to the activities of the departments; whether they are kept to the minimum and within legislative limits.
- (c) For existing activities that would produce air pollutant, HSEO will conduct or arrange monitoring to collect data on the extent of air pollutant emission to ensure that no legal discharge limit has been exceeded and that the discharge will not significantly and adversely affect the air quality of the environment.
- (d) HSEO will also inform the Management and the Health, Safety and Environmental Committee, on all new air pollution legislation and guidelines issued by the authority. The office would also publicize the legal requirements to the staff and students in the University and to assess the impact of such standards to the activities of the University.

2.1.7. Noise Control

- (a) Any University premises being a construction site or having construction works as defined in the Noise Control Ordinance must comply with all requirements stated there in. A typical example is "Any activity using powered mechanical equipment between 7 pm and 7 am and on a general holiday unless a construction noise permit has been issued by the Environmental Protection Department for such activity." Project manager for the activity is responsible to ensure that contractors must abide by the law.
- (b) All air compressors used in the University, either by departments or by contractors, must carry noise emission labels issued by the EPD. Owners or users of the equipment must ensure that the appropriate noise emission labels are available, otherwise the equipment must not be used.

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- (c) Construction work using percussive piling must have the appropriate noise emission licence issued by the EPD before the process can be carried out in the University. Project manager is responsible for such legal compliance.

2.1.8. Waste Water Discharge

- (a) The authority has issued waste water discharge guidelines to protect the water bodies of the territories.
- (b) The Facilities Management Office is the licence holder for waste water discharge from the University. It is required by the authority that the University should conduct testing on waste water periodically to ensure that the discharge standard stipulated by the authority has not been exceeded.
- (c) HSEO will conduct analysis on the results of water testing to ensure that all guidelines and standards have been met, and liaise with FMO for any remedial actions.
- (d) On the conservation side, FMO may consider water conservation program such as the introduction of water conserving flushing facilities and plants that require less watering around the campus.
- (e) Training sessions will also be organized by HSEO for students and staff on water conservation technique.

2.1.9. Energy Conservation

- (a) Staff and students of the University are urged to cooperate with the responsible departments in energy conservation. This can be achieved by reducing the energy requirement of their activities and by purchasing equipment which are proven to have energy saving performance.
- (b) The following are some examples on energy conservation that can be adopted by staff and students in their daily activities:
- ❖ Switch off air conditioning system in un-occupied premises including laboratories, workshops, offices and classrooms.
 - ❖ Switch off lights when they are no longer required such as in un-occupied premises.
 - ❖ Switch off equipment when they are no longer in use.
 - ❖ Turn off the engine of the vehicles during idling.
 - ❖ Maintain equipment properly so as to reduce energy consumption.
 - ❖ Purchase suitable equipment for the type of works. Do not select unnecessarily powerful models as that will charge more in terms of purchase, maintenance, and running costs.
 - ❖ Adjust the temperature of the air condition system to provide comfort to the majority of the occupants.

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- ❖ Consult FMO on all matters concerning air extraction or any other activities that may cause a change in temperature gradients in the workplaces.
 - ❖ Request the provision of air conditioning after office hours only when necessary.

2.1.10. Resources Conservation

- (a) Material consumption and wastage should be kept to the minimum in the University. This can be achieved by the advancement of technology and good planning.
- (b) The following are some examples of resource conservation:
 - ❖ Web-based teaching may reduce the requirement to print handouts and paper usage.
 - ❖ Minimize spare provisions when printing or procuring.
 - ❖ Departments should plan ahead on the renovation of their premises to reduce wastage and to avoid unnecessary and frequent minor work requests.
 - ❖ Surplus materials/equipment should be made available to the other departments before they become obsolete and bound for disposal.
 - ❖ Common consumable items should be centrally monitored to avoid duplication in purchase.

2.1.11. General Environmental Profile

- (a) The general environment in the University should enhance the image and purposes of the institutions. All solid waste must be disposed at designated locations or rubbish dump. Department wishes to dispose bulk quantity of solid waste such as non-inventory equipment or materials should inform FMO in advance.
- (b) If necessary, HSEO will initiate program to determine the environmental status and compile a database on the same for the University.

2.1.12. Complaint Procedures

- (a) All complaints on environmental issues should be addressed to Hd(HSE) who would conduct investigation and if necessary, coordinate remedial measures with the responsible departments.
- (b) Liaison with authorities on environmental issues, unless concerning teaching and research natures, should be dealt with through HSEO or other designated consultants registered with EPD. HSEO will maintain records of such liaison for the University.