

機電工程署



EMSD

香港特別行政區政府 機電工程署
香港九龍啟成街3號

Electrical and Mechanical Services Department
Government of the Hong Kong Special Administrative Region
3 Kai Shing Street, Kowloon, Hong Kong
www.emsd.gov.hk

Our reference 本署檔號：

(39) in EMSD/SSD/3-5/44/S1001-S1050

Your reference 來函檔號：

Telephone 電話號碼： (852) 2808 3786

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11 September 2014

3F ELECTRONICS INDUSTRY CORP LTD
深圳市光明新區公明街道樓村振興路 5 號

Attn: (林雄燕)

Dear Sir/Madam,

Registration as EMSD Supplier

With reference to your Vendor's Registration Form dated 8 AUG 2014, I am pleased to inform you that you have been registered as a supplier of the Electrical and Mechanical Services Department under the Registration No. 700932.

A copy of the EMSD's Environmental, Occupational Health and Safety Policy is attached for your reference.

Yours faithfully,

(Miss Wendy CHEUNG)
for Director of Electrical & Mechanical Services

The Supplies Sub-division, Electrical and Mechanical Services Department is committed to providing high quality services in purchasing and warehousing services in a cost-effective and environmentally responsible manner at a high standard of occupational health and safety working environment. The Integrated Management System is developed to meet the requirements of ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007.

EMSD's Environmental Policy

"EMSD is committed to building a better environment through continuous contributions to environmental conservation and protection."

We strictly adhere to our Environmental Policy and contribute to the sustainable development of Hong Kong. We request all our Contractors, Consultants and Suppliers to observe the following environmental requirements as stipulated by the ISO 14001:2004 standard as detailed below:-

- Comply with all relevant environmental legislation and other requirements;
- Control the use of materials and resources (e.g. electricity, fuel, chemicals, paper, etc.) wherever appropriate, to be both energy and resource efficient;
- Minimize the production of all kinds of waste where applicable;
- Reuse and recycle materials/waste wherever possible;
- While working in any of EMSD premises, all Contractors/Consultants/Suppliers are required to ensure that all waste materials are properly handled, stored and disposed of in an efficient and sensitive manner to avoid any spillages and leakages; and
- While working for EMSD, all Contractors/Consultants/Suppliers shall ensure that all facilities, equipment, plants and vehicles so deployed are properly maintained and comply with relevant environmental legislation and other requirements.

All Contractors, Consultants and Suppliers should be familiar with EMSD's Environmental Policy.

In particular, Contractors, Consultants and Suppliers should endeavour to minimize their impacts on the environment and where feasible implement measures which will protect and conserve the environment.

Revision 1 (01.02.2005)

EMSD's Occupational Health and Safety Policy

"The management and staff of EMSD are committed to achieving and maintaining high standard of occupational health and safety at all services provided."

We strictly adhere to our occupational health and safety policy and provide a safe working environment to our employees. We require all our contractors to observe the following requirements:

1. Comply with all relevant local occupational health and safety legislation (i.e. Factory and Industrial Undertaking Ordinance and Regulations, Occupational Safety and Health Ordinance and Regulations, etc.) and other requirements;
2. Conduct job hazard analysis and risk assessment on hazardous activities and take appropriate risk control measures to protect the employees;
3. Provide appropriate personal protective equipment to employees as a last resort where engineering control methods are not feasible;
4. Provide training to equip staff with knowledge to work safely and without risk to health;
5. Establish and implement safety rules to provide instruction for safe working;
6. Supervise the employees to ensure that safety rules are observed and personal protective equipment are used and maintained properly; and
7. Report and investigate accidents and incidents to find out the causes and to develop prompt arrangements to prevent recurrence.

All contractors shall be familiar with EMSD's Occupational Health and Safety Policy.

In particular, contractors should endeavour to provide a safe working environment to their employees and related parties for achieving high standard of occupational health and safety.

Revision 0 (09.05.2001)