

以人為貴 Human Resources

員工繼續發揚社區互助精神
Staff continue to demonstrate
their community spirit

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本署職管雙方定期召開會議，有效促進了彼此的了解和工作效率。職員協商主委員會及其轄下多個小組委員會，以及為徵詢各職工會意見而舉行的會議，是職管雙方坦誠交流意見的重要途徑。

高層管理人員定期前往各分區及外設辦事處進行親善訪問，藉此與員工保持更密切的聯繫，同時亦有助提高士氣。

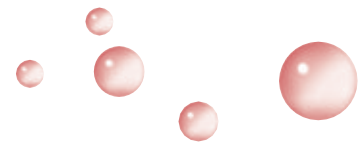
員工建議書計劃

員工如能提出可提升工作效率的建議，本署會頒給現金獎及／或嘉許狀，以作獎勵。年內，有10份員工建議書獲頒現金獎，數目為上一年的兩倍，其餘則獲頒嘉許狀。此外，我們也舉辦了關於工作表現、節省能源、環保等事宜的內部比賽，以激勵員工積極工作。

康體活動

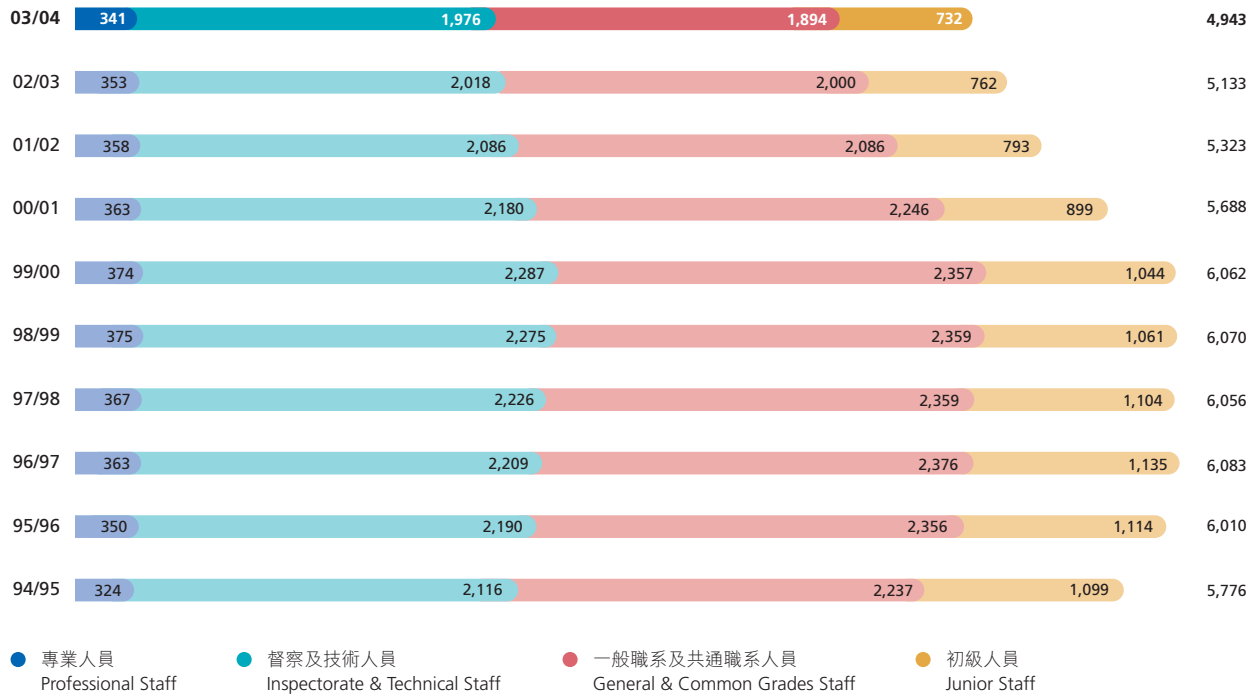
西方古語說：「有健康的體魄，才有敏捷的頭腦」，因此，本署定期為員工舉辦有益身心的康體活動，當中包括籃球、保齡球、羽毛球和乒乓球等賽事，員工反應熱烈，踴躍參加。本署會在周年頒獎典禮上，頒發這些體育賽事的獎項，以及長期優良服務獎狀和員工激勵計劃的獎項。

- ▲ 一年一度的水務署春節兒童聯歡會（一）。
The annual party for staff children (1).
- ▲ 一年一度的水務署春節兒童聯歡會（二）。
The annual party for staff children (2).



員工編制 Staff Establishment

財政年度 Financial Year



註：編制資料按每個財政年度三月三十一日的數字列出。
Note: establishment position as at March 31 of each financial year.

Regular meetings held between staff and management have contributed effectively to better understanding among all concerned as well as to work efficiency. Serving as a platform for the exchange of views are a main Departmental Consultative Committee and a number of sub-committees, and also consultation with various staff associations.

So as to keep in closer contact, senior personnel frequently visit

regional offices and out-stations, thereby helping also to boost morale.

Suggestion rewards

Staff suggestions that contribute to efficiency are encouraged by the presentation of cash awards and/or certificates of commendation. Ten such awards were made during the year, twice as many as the year before, in addition to commendation certificates. As a

means to stir motivation, internal competitions are held on such matters as work performance, energy savings and environmental protection.

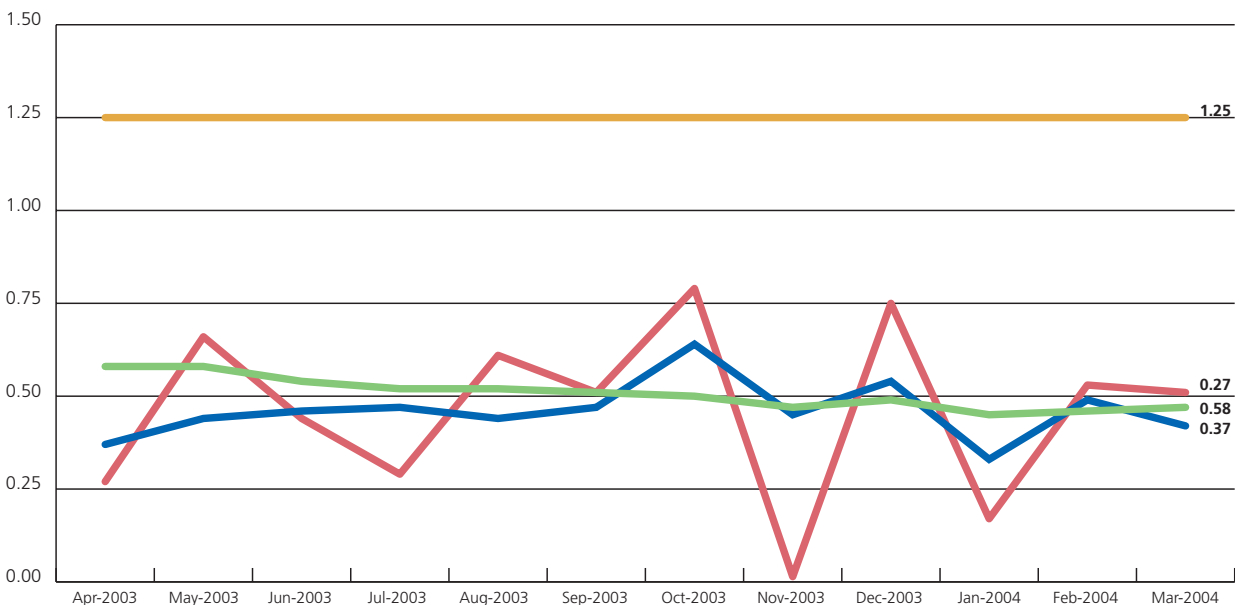
Sports and recreation

In keeping with the old adage that 'a healthy mind dwells in a healthy body,' in-house sports and recreational events are regularly organised. These include basketball, bowling, badminton

2003-2004年度水務工程合約意外率 Accident Rates for Waterworks Contracts 2003-2004

每十萬工時工傷數字 Non-fatal Accidents Per 100 000 Man-hours Worked

意外率 Accident Rate



● 工務工程安全指標 Safety Target for PWP Contracts: 1.25
● 十二個月平均數 12 Months Moving Average Overall
● 三個月平均數 3 Months Moving Average Overall
● 每月平均數 Monthly Average Overall

員工編制

在二零零三至零四年度結束時，本署的編制有4 943名員工，比一九九七年高峯期的6 083名員工減少了接近19%。在上述編制當中，有341名為專業人員、1 976名為督察及技術人員、1 894名為一般和共通職系人員，另有732名則為初級員工。

為了靈活調度和配合不斷轉變的需要，我們聘用了大約300名合約僱員，從事行政、資訊科技、會計、客戶服務、景觀美化及環境保護等各類工作。

年內，有176名員工參加了政府推出的第二輪自願退休計劃，並先後離任。在二零零五年年底前，將會有相同數目的職位根據該計劃被刪除。

福利基金及儲蓄互助社

水務署福利基金為有需要的員工提供免息貸款、補助金及其他形式的援助。此外，署內亦有兩個以非牟利合作組織形式運作的儲蓄互助社，旨在鼓勵員工儲蓄，並為他們提供信貸服務。

服務社會

員工繼續發揚社區互助精神，積極支持香港公益金、長春社、樂施會、世界自然(香港)基金會等慈善機構舉辦的公益活動。年內，他們獲頒香港公益金「僱員樂助計劃」優異獎，並在樂施會舉辦的樂施米義賣大行動中，贏得「集體訂米組」籌款冠軍。

本署為響應公務員義工計劃而在二零零二年成立的義工隊，除了在售旗日協助向市民募捐外，也接受有關協助傷殘人士和進行其他活動的培訓。



and table tennis competitions and are well supported. Prizes for these activities are presented at an annual ceremony at which awards are also handed out for long and meritorious service and motivation schemes.

Staff establishment

Staff establishment declined by nearly 19 per cent to 4 943 in end 2003/04 from an all-time high of 6 083 in 1997. The establishment by the end of the year under review was made up of 341 in the professional grades, 1 976 in the inspectorate and technical grades, 1 894 in general and common grades and 732 junior staff.

For flexibility and changing needs, some 300 contract staff were employed for various fields of work, such as administration,

information technology, accounting, customer services, landscaping and conservation.

Accepting an offer by the government, 176 staff joined the second voluntary retirement scheme and left the service. A same number of posts will be deleted under the scheme by 2005.

Welfare fund and credit unions

Interest-free loans, grants and other forms of assistance are made available to staff in need by the Waterworks Welfare Fund. There are also two credit unions in the form of cooperatives and non-profit associations that promote savings among staff and provide a source of credit.

Community service

Staff continue to demonstrate their community-spirit by actively supporting charitable activities, such as the Community Chest, Conservancy Association, Oxfam Hong Kong, and the World Wide Fund for Nature, Hong Kong. They received the Outstanding Award of Employee Contribution Programme from Community Chest and won the Group Ordering Championship in Oxfam Hong Kong's rice selling campaign during the year.

A team of volunteers, established in 2002 in support of the Civil Service Volunteer Work Programme, helped with flag day sales, and underwent training in assisting handicapped people and other activities.

▲ 聖誕聯歡聚會。
Gathering during Christmas.

▲ 署長和香港水務傑出員工獎的所有得獎者攝於水務署週年晚宴上。
The Director and staff presented with Hong Kong Waterworks Merit Award at WSD Annual Dinner.



本署安全組負責所有職業安全及健康事宜，並定期在水務設施、其辦事處及工地進行安全檢查和稽核，確保有關人員遵守法例的規定。

年內，本署頒布了關於員工安全培訓政策的內部訓令，概述基本的安全培訓要求以及與員工工作相關的危險。

安全施工

本署繼續支持安全施工的措施和政策，把51份水務工程合約，納入支付安全及環境計劃內。安全組為水務工程進行了逾500次工地安全檢查，並出席415次工地安全管理／工地安全及環境管理會會議。

本署的工地意外率維持在低水平，遠低於環境運輸及工務局就工務工程合約所定的嚴格指標。

通訊

為加強員工歸屬感，本署每季都出版名為「點滴」的通訊，專門報導員工動向和他們普遍關心的其他事宜。這份通訊亦上載互聯網，供市民閱覽。

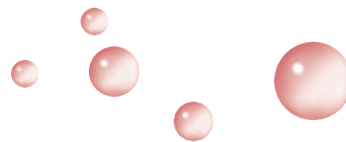
安全及健康

我們投入一切所需資源，致力遵守《職業安全及健康條例》和《工廠及工業經營條例》及其附屬法例訂明的安全及健康標準。



- ▲ 水務署週年頒獎典禮。
WSD Annual Presentation Ceremony.
- ▲ 水務署員工獲頒發行政長官公共服務獎狀。
WSD Staff presented with the Chief Executive's Commendation for Government / Public Service.

- ▲ 員工積極參與馬鞍山濾水廠開放日。
Staff actively participated in Open Day for Ma On Shan Water Treatment Works.
- ▲ 點滴 – 部門的季刊。
Droplet – The departmental quarterly newsletter.



Newsletter

Droplet, the departmental quarterly newsletter, reports on staff events and other matters of general interest, helping foster a sense of belonging among staff, and is available to the public on the Internet.

A Departmental Instruction was promulgated during the year on the safety training policy for staff, outlining the basic safety training requirements and specific risks associated with their work.

Safety and health

All necessary resources are allocated in the firm commitment to ensure compliance with the safety and health standards set out in the Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance and subsidiary regulations.

Construction safety

In continuing to support safety initiatives and policies, the Department included 51 waterworks contracts under the Pay for Safety Environment Scheme (PFSES). The Safety Unit conducted more than 500 safety inspections at construction sites of waterworks projects and attended 415 Site Safety Management Committee/ Site Safety and Environmental Management Committee meetings.

The Safety Unit takes charge of all occupational safety and health issues and regularly carries out inspections and audits at waterworks offices, installations and construction sites to ensure compliance with the law.

Our construction site accident rate remained low and well within the stringent target set out by the Environment, Transport and Works Bureau for public works contracts.



▲ 高級職員於腦震盪工作坊熱烈地反應。
Senior staff responding enthusiastically during a brainstorming workshop.

▲ 水務署龍舟隊健兒攝於無線盃邀請賽。
WSD dragon boat team during an invitational tournament for TVB trophy.

▲ 保齡球乃有益健康的活動。
Keeping fit through bowling.

▲ 世界善用食水日。
World Water Day .