



Healthy Eating in the Workplace Toolkit



Contact Healthy Together Geelong

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Healthy Eating Benchmark Overview

Workplaces need to achieve the following list of activities or plans to meet the benchmark for healthy eating for Recognition Point 2:

- Develop a **Healthy Eating Policy** for the workplace or include Healthy Eating as a priority in your Health and Wellbeing Policy
- Cross reference policy to other relevant policies e.g. catering, procurement
- **Staff and management work together** to develop and implement a plan of action for healthy eating in the workplace
- Ensure **staff are aware of policy** and plan around healthy eating Including providing the plan and /or policy in staff inductions
- **Food and drink provision to staff** meets the **Healthy Choices: healthy eating policy and catering guidelines for workplaces including:**
 - ❖ For on-site **canteens or vending machines**
 - 50% or more GREEN category food and drinks
 - Less than 20% RED category food and drinks
 - **Have menu assessed by Healthy Eating Advisory Service**
 - ❖ Provide mostly GREEN and AMBER choices and avoid RED category choices for:
 - **Catering**
 - **Celebrations**
 - **Meetings and work breaks**
 - **Fundraising**
 - **Events**
 - **Sponsorship**
- Drinking **water** is freely available
- Community or employee **events** run or supported by the organisation provide and promote healthy food and drink consistent with the Healthy Food Charter and Australian Dietary Guidelines
- The organisation does not engage in **sponsorship**, marketing or advertising to children and youth of food and drinks inconsistent with the Healthy Food Charter i.e. Develop a policy or procedure to avoid sponsorship, marketing or advertising related to RED category foods and drinks or organisations commonly associated with RED category foods and drinks
- Workplaces are also encouraged to provide **information and healthy eating messages** for staff across the workplace setting.

For further information:

[Healthy Choices: healthy eating policy and catering guide](#)
[Healthy Choices: food and drink classification guide](#)

(<http://www.health.vic.gov.au/nutrition/>)
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Healthy Eating Benchmark Steps

To meet the Workplace Achievement Program healthy eating benchmark, here are some suggested steps that you can take to create a workplace environment that supports healthy eating for your staff.

Step 1

- Nominate a staff member to lead Healthy Eating work
- Establish or use an existing committee
- Develop a Healthy Eating Policy or include in Health and Wellbeing Policy

Step 2

- Identify current catering and food practises and policies across your workplace
- Compile a list of locations where food and drinks are offered across your workplace

Step 3

- Decide for each situation where food and drinks are provided, how to increase healthier options (GREEN category) and reduce or avoid least healthy options (RED category) - refer to *Healthy Choices: Healthy eating policy and catering guide for workplaces for options*

Step 4

- Ask staff for feedback regarding how to support healthy eating in your workplace
- Identify supporters for change

Step 5

- Develop a plan for action including a timeline for recommended changes and actions to support healthy eating for staff

Step 6

- Communicate the policy and changes to staff and caterers
- Include the policy in staff inductions
- Identify additional resources to motivate and support staff
- Identify any operational issues that need to be addressed

Step 7

- Review progress and make changes
 - Celebrate success!
 - Seek feedback from staff
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Healthy Choices Guidelines: Food and Drink Provision

The following guidelines help ensure healthier foods and drinks are available and promoted to staff across the workplace setting.

Essential requirements

Catering

Healthy options are offered and encouraged in line with the Healthy choices: policy and catering guidelines for workplaces.

- A range of healthier choices from the **GREEN** and **AMBER** categories are included
- **RED** choices are avoided wherever possible.
- Water is always provided.

Foods and drinks provided in canteens, kiosks

Healthy Choices are offered and encouraged in line with the Healthy Choices: food and drink classification guide

- At least 50 per cent of foods and drinks available are **GREEN**
- No more than 20 per cent of foods and drinks available are **RED**

Foods and drinks provided in vending machines

Consider whether there is a need for vending machines. If vending machines are available, ensure healthy options are offered and encouraged in line with the Healthy choices: food and drink classification guide, that is:

- At least 50 per cent of foods and drinks available are **GREEN** category
- No more than 20 per cent of foods and drinks available are **RED** category

Water

- Drinking water is always available

Events

- Provide and promote healthy food and drink choices consistent with the Australian Dietary Guidelines and Healthy Food Charter

Sponsorship

- Avoid sponsorship related to **RED** category foods and drinks or organisations commonly associated with **RED** category foods and drinks

Suggested Strategies

Fundraising, prizes, giveaways

- Fundraising promoting unhealthy foods and drinks is avoided and non food options encouraged
- Avoid **RED** category foods and drinks for awards, give-aways, gifts

Infrastructure to support healthy eating

The physical environment supports preparation and provision of healthy foods and drinks, for example:

- Workplace kitchens include equipment for preparation of healthy choices

Supporting breastfeeding

Strategies are in place to support and encourage breastfeeding

Information and healthy eating messages

Provide information and healthy eating messages across the workplace

Healthy Choices Guidelines

GREEN

Full of nutrients and are low in fat, sugar and salt.

These foods can and should be eaten everyday.

Have Plenty



AMBER

These have some nutrients but can be high in sugar, fat or salt.

Eat these foods moderately and in smaller serving sizes.

Select Carefully



RED

Low in nutrients but very high in sugar, fat or salt.

Eat these foods occasionally and in smaller serving sizes.

Eat occasionally



Traffic Light System

The Healthy Choice guidelines classify food and drink into three categories according to their nutritional value.

The GREEN category - best choices

Foods and drinks in the GREEN category are full of nutrients, low in sugar, fat and salt

Green choices should be:

- Always available
- Promoted as best choices
- Wherever food and drinks are offered (eg. Retail outlets, vending machines and catering) at least 50% of choices should be from the GREEN category.

The AMBER category – choose carefully

AMBER foods and drinks have some valuable nutrients, but contain moderate amounts of sugar, fat or salt.

Choose AMBER category choices;

- Lower in fat, sugar and salt
- Eat in moderation
- Small serve sizes

The RED category – Limit

Foods and drinks in the RED category are not essential. They are low in nutrients and are high in sugar, fat or salt:

- Consume rarely and in small amounts
- Avoid red category choices in catering
- Less than 20% of choices in food outlets and vending machines

The table below includes examples of foods and drinks in the GREEN, AMBER and RED categories

GREEN – Best choices	AMBER – choose carefully	RED - limit
<ul style="list-style-type: none"> • Bread • High fibre breakfast cereals • Reduced fat milk, cheese and yoghurt • Lean meat • Fish • Eggs • Plain nuts and seeds • Tofu • Fruit (fresh, frozen) • Vegetables • Legumes and beans • Water 	<ul style="list-style-type: none"> • Some savoury breads and crackers • Some wholemeal muffins or scones with added fruit and vegetables • Dried fruit • Fish canned in brine or oil • Salted nuts and seeds • Some oven baked products • Regular fat milk, cheese, yoghurt and custard • Some flavoured milk • 99%fruit juice 	<ul style="list-style-type: none"> • Sugary drinks (eg. soft drinks, sports drinks) • Confectionary • Ice creams and dairy desserts • Biscuits, cakes, slices, sweet pastries • Saturated fats and oils • Deep fried foods • Crisps and chips • Pies, sausage rolls • Devon, salami, Strasburg

For more information and a full list of foods and drinks and classifications, please refer to the *Healthy choices: food and drink classification guide* (<http://www.health.vic.gov.au/nutrition/>)

Catering Tips

- Always provide plain water
 - Include as many green category options as possible when ordering catering
 - Offer reduced-fat milk and soy milk (correctly labelled) with tea and coffee
 - Offer herbal tea and decaf coffee
 - Add Fruit and vegetables in all menu items wherever possible
 - Avoid Processed meats
 - Serve spreads and condiments separately
 - use salt reduced condiments
 - choose multigrain, wholemeal, rye or other high fibre breads
 - Reduced-fat products should be used in preference to full fat products
 - Remember to order for special diets i.e. Gluten free, vegetarian
 - Avoid over-catering
 - Reduce serving sizes; ask for mini muffins, provide pre cut serves, provide half serves
 - Offer alternative sweeteners
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Healthy Eating Benchmark Checklist

This checklist identifies the key elements for success to meet the healthy eating benchmark and achieve state-wide Recognition Point 2. It also identifies other within the workplace environment where healthy food and choices can be supported.

Your organisation can explore and discuss each one, identify areas for improvement and plan any changes needed.

Instructions:

If current practice meets the key strategy described a tick should be entered into the 'Achieved' column. If it is *not* met or only partially met, a tick should be entered into the 'Partially Achieved' or 'Haven't started yet' column.

Goal 1: The organisational culture promotes healthy eating through supportive leadership, participation and shared decision-making.

Mandatory Strategies	Actions	Achieved	Partially Achieved	Haven't started yet	Tools
<p>Policies are in place to support healthy eating, including healthy food and drink provision. These are consistent with the Healthy Choices: Healthy Eating Policy and Catering Guide for Workplaces.</p> <ul style="list-style-type: none"> • Policies are cross-referenced with other relevant policies • Policies are regularly monitored and reviewed. 	<ul style="list-style-type: none"> • Create a Healthy Eating Policy for your workplace or ensure healthy eating is included in Health and Wellbeing Policy • Ensure the Healthy Eating Policy is cross referenced with other relevant policies/ procedures in the workplace e.g. Occupational Health and Safety, responsible service of alcohol, food safety • Include plan for review of policy e.g. annual review 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Healthy Eating Policy</p> <p>Health and Wellbeing Policy Template (log in and search at: http://www.achievementprogram.healthytogogether.vic.gov.au/workplaces)</p>
<p>Employees and managers are jointly involved in supporting healthy eating by:</p> <ul style="list-style-type: none"> • Working together to develop ideas to support healthy eating in the workplace • Ensuring staff inductions include information on how healthy eating is being encouraged and promoted. 	<ul style="list-style-type: none"> • Nominate a staff member, use an existing or establish a new committee • Seek management endorsement • Identify opportunities for staff to give feedback on policy and plan for healthy eating • Include healthy eating policy into staff induction • Develop an Action Plan 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff Health and wellbeing Survey (log in and search at: http://www.achievementprogram.healthytogogether.vic.gov.au/workplaces)</p> <p>Action Plan - Search at: www.heas.healthytogogether.vic.gov.au</p>

Suggested Strategies	Actions	Achieved	Partially Achieved	Haven't started yet	Tools
Healthy options are offered and encouraged when food and drink is provided for celebrations, meetings and breaks.	<ul style="list-style-type: none"> • Include plan for each situation where food and drinks are provided to staff in Healthy Eating policy or plan • Provide guidelines and ideas for healthy choices to staff 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Healthy Choices: healthy eating policy and catering guide
Management lead by example and support healthy eating	<ul style="list-style-type: none"> • Communicate policy and plan to staff • Dedicate adequate resources to develop and implement the plan • Ensure healthy food and drink is encouraged • Ensure healthy food is easily accessible either within or near the workplace • Encourage staff to take meal breaks • Promote key messages, through forums and meetings 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If appropriate, a breast feeding friendly workplace policy is in place	<ul style="list-style-type: none"> • Workplaces could take part in a Breastfeeding Friendly workplace Accreditation Scheme 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	https://www.breastfeeding.asn.au/workplace
Fundraising: Promoting unhealthy food and drinks is discouraged. Healthier options not related to food and drinks are supported, i.e. plant drives	<ul style="list-style-type: none"> • Provide healthy fundraising resource to staff • Include recommendations in healthy eating plan and communicate requirements to staff 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Healthy Fundraising Kit - (www.cancerouncil.com.au) Healthy Fundraising - City of Greater Geelong
Where feasible, healthy food and drink provided on site is subsidised	<ul style="list-style-type: none"> • Fruit boxes • Low fat milk provided for tea and coffee 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fruit Box information : www.thefruitbox.com.au www.fruitatwork.com.au http://www.socialtraders.com.au/food-skil

Goal 2: Healthy food and drink choices are available and promoted, with less healthy choices limited.

Mandatory Strategies	Actions	Achieved	Partially Achieved	Haven't started yet	Tools
<p>Food and drink provision complies with the <i>Healthy Choices: Healthy Eating Policy and Catering Guide for Workplaces</i>.</p>	<ul style="list-style-type: none"> • Develop a plan for how to provide and promote more healthy choices in each situation where food and drinks are provided to staff e.g. <ul style="list-style-type: none"> ○ Staffrooms ○ Kitchens ○ Vending machines ○ Staff cafeterias ○ Catering ○ Onsite retail outlets – café's • Assess how foods and drinks offered in each situation fits into Green, Amber and Red categories • Refer to <i>Healthy Choices: Healthy Eating Policy and Catering Guide</i> and <i>Healthy Choices: Food and Drink Classification Guide</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Healthy Choices: healthy eating policy and catering guide (http://www.health.vic.gov.au/nutrition/)</p> <p>Healthy Choices: food and drink classification guide (http://www.health.vic.gov.au/nutrition/)</p> <p>Search at : www.heas.healthytogether.vic.gov.au for:</p> <ul style="list-style-type: none"> • Healthy canteens • Simple changes for healthy catering • Overview of the Traffic Light food system • Action Plan template • HEAS menu assessment <p>A coordinator or team to develop a plan around healthy eating across the workplace</p> <p>Geelong Healthy Catering Guide www.geelongaustralia.com.au/healthygeelong</p>
<p>Drinking water is freely available</p>	<p>Provide a water fountain or filtered drinking water to encourage water as the best option</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Suggested strategies	Actions	Achieved	Partially Achieved	Haven't started yet	Tools
<p>Space is provided for meal breaks and facilities are available to allow healthy food to be prepared and stored such as:</p> <ul style="list-style-type: none"> • Fridge and freezer • Preparation space • Microwave and sandwich maker 	<ul style="list-style-type: none"> • Check space available for staff meal times • Ask staff for feedback 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Search at : www.heas.healthytogether.vic.gov.au for: Staffrooms and kitchens</p>
<p>If applicable remove vending machine or ensure contents are in line with good practice guidelines ie the Healthy Choices: <i>Healthy Eating Policy and Catering Guide for Workplaces</i></p>	<ul style="list-style-type: none"> • Check contents of vending machine against guidelines • Assess contents of vending machine by HEAS • Discuss required changes with vending machine supplier • Replace with a healthy vending machine 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Search at : www.heas.healthytogether.vic.gov.au For</p> <ul style="list-style-type: none"> • HEAS menu assessment • Healthy vending <p>http://www.fruitbar.com.au/</p>

Goal 3: Resources, information and opportunities are provided to increase knowledge and skills for healthy eating.

Suggested Strategies	Actions	Achieved	Partially Achieved	Haven't started yet	Tools
Provide information and healthy eating messages across the workplace, in places such as:	<ul style="list-style-type: none"> • Common area display boards or screens • Intranet • Reception area • Canteen or cafeteria • Tea room or kitchen. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	https://livelighter.com.au/Tools-and-Resources/Resources Australian Dietary Guidelines Resource Order form (search at www.eatforhealth.gov.au) Food and Nutrition Better Health Channel (www.betterhealth.vic.gov.au) Healthy eating plan (www.betterhealth.vic.gov.au) Healthy Eating Advisory Service - workplaces (www.heas.healthytogether.vic.gov.au)
Where food and drink is provided on-site, develop point-of-sales promotional strategies to encourage purchase of healthier options	<ul style="list-style-type: none"> • Access Healthy Choices promotional materials for point of sale promotion • Meet the minimum requirements to access the Healthy Choices promotional materials 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Healthy Eating Advisory Service - workplaces (www.heas.healthytogether.vic.gov.au)
Opportunities are provided for staff to develop nutrition knowledge and skills through:	<ul style="list-style-type: none"> • Education sessions • Healthy lunch or cooking demonstrations 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local health service providers

Goal 4: The organisation engages with the wider community to support healthy eating and healthy food initiatives.

Mandatory Strategies	Actions	Achieved	Partially Achieved	Haven't started yet	Tools
Community or employee events run or supported by the organisation provide and promote healthy food and drink consistent with the Healthy Food Charter and Australian Dietary Guidelines	<ul style="list-style-type: none"> Plan for food and drink provision at events to include healthier choices 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Healthier Serve (Heart Foundation) www.heartfoundation.org.au
The organisation does not engage in sponsorship, marketing or advertising to children and youth of food and drinks inconsistent with the Healthy Food Charter.	<ul style="list-style-type: none"> Avoid sponsorship, marketing or advertising related to RED category foods and drinks or organisations commonly associated with RED category foods and drinks Advertise and promote healthy choices 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Healthy Food Charter www.betterhealth.vic.gov.au
Suggested Strategies	Actions				Tools
Partner or encourage participation with local healthy eating and food schemes, such as:	<ul style="list-style-type: none"> School canteens or vegetable gardens Community gardens Social enterprise healthy catering schemes Community kitchens. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Gardens around Geelong Community Kitchens around Geelong http://www.geelongaustralia.com.au/healthygeelong/eatwell
Ensure workplace social events offer healthy options and messages to employees and their families	<ul style="list-style-type: none"> Check food options organised for events and ensure healthier food and drink choices are provided and promoted 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Simple changes for healthy catering www.heas.healthytogether.vic.gov.au

<p>Liaise with local mobile or fixed food services to provide healthy options</p>	<ul style="list-style-type: none"> • Gather feedback from employees to find out what healthier options would be purchased • Give the food service resources to educate about Healthy Choices • Encourage food services to undergo an assessment by HEAS and support them to make changes to provide and promote more healthy choices 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Search at : www.heas.healthytogether.vic.gov.au for: HEAS menu assessment</p>
<p>Utilise the expertise and resources of healthy eating and healthy food organisations or initiatives, such as the Healthy Together Healthy Eating Advisory Service (HEAS).</p>	<p>As above, many resources are available from HEAS and other organisations, for example: Heart Foundation, Better Health Channel, Diabetes Vic, Eat for Health (Australian Dietary Guidelines)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>www.heas.healthytogether.vic.gov.au</p>