

# Workplace nutrition assessment tool



## OVERVIEW

The *Healthy Food and Drink Guidance for Organisations* (the *Guidance*) was developed to support workplaces to provide and promote healthy food and drinks. The *Guidance* helps to make 'the healthy choice the easy choice' – where 'easy' means accessible and affordable.

Different workplaces will have different starting points depending on the type of food and circumstances under which they provide food. This tool can help you assess your workplace's current provision and how it promotes healthy food and drink. It will help you identify what changes you can make to improve the food and drink environment. You can also use it every 6 or 12 months, to review the changes your workplace is making.

If your workplace has an on-site cafeteria, you can also complete the *Cafeteria checklist*.

For more information to support you in making changes to your workplace's food and drink environment, see the *Toolbox*.

## PURPOSE

This tool is designed to help you:

1. Assess how healthy the food and drink provided in your workplace is currently, and monitor your workplace's progress in implementing the *Guidance*.
2. Identify successes, challenges and solutions in implementing the *Guidance*.

Name and position of representative completing this assessment:

Date:

Answer these questions. Where you can, provide examples, along with comments on successes, challenges and issues/timeframes to be actioned.

1. Food and drink availability	Yes	No	Comments	Actions
1.1 Identify the settings or occasions when your workplace provides food and/or drink, or when staff or visitors can buy it.				
Meetings/events: caterer supplies food				
Meetings/events: your workplace funds food but staff procure and prepare it				
Canteen/cafeteria				
Vending machine				
Snack box				
Food supplied for gifts, prizes, incentives				
Mobile food trolley/cart				
Other				
2. Implementation of the Guidance for catering	Yes	No	Comments	Actions
2.1 Has your workplace developed a <i>Healthy Food and Drink Policy</i> ?				
2.2 Are the providers of food and/or drink for your workplace meetings/functions aware of the principles in the Guidance and do they have the information they require (eg, from the <i>Toolbox</i> ) to provide healthy food and drinks? a) Caterers b) Staff who procure the food				

	Usually	Sometimes	Not at all	Not applicable	Comments
<p><b>2.3 Overall, how well are the following principles of the Guidance implemented when catering for meetings, functions or other events?</b></p> <p><b>Offer a variety of healthy foods</b></p> <p>This means:</p> <ul style="list-style-type: none"> <li>• plenty of vegetables and fruit</li> <li>• grain foods should mostly be wholegrain (such as bread, crackers, rice)</li> <li>• some milk and milk products, mostly low and reduced fat</li> <li>• some legumes, nuts, seeds, seafood, eggs, poultry (eg, chicken) and/or red meat with the fat removed.</li> </ul> <p><b>Food should be mostly prepared with, or contain, minimal saturated fat, salt (sodium) and added sugar.</b></p> <p>This means:</p> <ul style="list-style-type: none"> <li>• offer mostly 'whole' food and 'less (or minimally) processed' foods</li> <li>• limit the selection and portion size of baked products and pastries</li> <li>• limit or exclude: <ul style="list-style-type: none"> <li>– deep-fried foods</li> <li>– confectionery (eg, sweets, chocolate)</li> <li>– sugar-sweetened drinks, no-added-sugar fruit juices and drinks with intense (artificial) sweeteners.</li> </ul> </li> </ul> <p><b>Water is the main cold drink option</b></p> <p>This means:</p> <ul style="list-style-type: none"> <li>• make water readily available</li> <li>• no sugar-sweetened drinks including no-added fruit juices (eg, soft drinks and 100% juices)</li> <li>• have only limited portions of: <ul style="list-style-type: none"> <li>– drinks that have intense sweeteners (less than 300 mL).</li> </ul> </li> </ul>					

3. Contracts with vending and cafeteria providers	Usually	Sometimes	Not at all	Not applicable	Comments
<b>3.1 If your workplace has a contract with a catering company or a vending provider, does each supplier's contract require that they implement the <i>Guidance</i>?</b> <ul style="list-style-type: none"> <li>• Catering company (eg, for cafeteria)</li> <li>• Vending provider</li> </ul>					
<b>3.2 Is the food and/or drink supplied in the cafeteria and vending machine assessed from a nutritional perspective, at least once a year?</b> <ul style="list-style-type: none"> <li>• Cafeteria</li> <li>• Vending</li> </ul>					

4. Other food and drink provided at the workplace	Yes	No	Comments	Actions
<b>4.1 Are the following are consistent with the <i>Guidance</i>?</b> Food and drink for gifts, rewards, incentives offered to staff, guest speakers, formal visitors on behalf of your workplace				
Food and drink provided in vending machines				
Food and drink provided in snack boxes				
Food and drink provided in mobile trolleys, carts				
Food and drink for fundraising				

5. Marketing and promotion of food and drink	Yes	No	Comments	Actions
5.1 Does your workplace promote food and drink consistent with the <i>Guidance</i> ?				
5.2 Does your workplace promote and raise awareness of your organisation's <i>Healthy Food and Drink Policy</i> to staff, visitors and the public (eg, via the intranet or website, social media or by displaying promotional resources)?				
6. Staff facilities	Yes	No	Comments	Actions
6.1 Do your staff have access to food storage facilities (eg, fridges, lockers, cupboards)?				
6.2 Do your staff have access to heating appliances (eg, a microwave)?				
6.3 Does your workplace provide access to free drinking-water (tap water and/or water fountains) for all staff members and visitors?				
6.4 Are staff encouraged to bring their own water bottle?				
6.5 Where water coolers are in place, does your workplace provide environmentally friendly or recyclable options (eg, cups) for water dispensing?				
<p>6.6 Does your workplace actively promote and support breastfeeding in the workplace, as required by legislation, in the following ways?</p> <ul style="list-style-type: none"> <li>• Providing suitable areas that may be used for breastfeeding and/or expressing and storing milk.</li> <li>• Providing suitable breaks for staff who wish to breastfeed during work hours.</li> </ul>				