







Healthy Eating Checklist



Please complete the below checklist to assess what your workplace is currently doing to encourage healthy eating. If you answer no to any of the questions, we recommend adding that activity into your Action and Evaluation Plan.


Organisational	Yes	Partially	No
Develop/Implement Healthy Eating Policy			
Does your workplace have a healthy eating policy or include a healthy eating statement in a standard employee wellbeing policy?			
Does your policy:			
<ul style="list-style-type: none"> reinforce benefits of healthy eating? 			
<ul style="list-style-type: none"> outline your commitment to provide healthy food and drinks at workplace and work events?  			
<ul style="list-style-type: none"> highlight safe food handling, preparation and storage? 			
<ul style="list-style-type: none"> include your workplace's position on ensuring sufficient time for meal breaks?  			
<ul style="list-style-type: none"> Refers to Healthy Catering and Beverage Guidelines 			
Is your policy regularly promoted?			
Is your policy regularly enforced?			
Is your policy regularly reviewed?			
Are visitors and contractors made aware of your healthy eating policy?			
Include healthy eating information at inductions			
Is healthy eating information included in staff inductions or orientations? 			
Involve all staff and managers in healthy eating actions			
Are staff and managers involved in identifying how your workplace can support healthy eating? 			

Environmental	Yes	Partially	No
Provide facilities to support healthy eating			
Does your workplace restrict or limit unhealthy foods on workplace grounds and at events?			
Does your workplace have healthy food available in your cafeteria /vending machines?			
Is water easily accessible for all staff?			
Are food heating, storage and preparation facilities available?			
Do staff have an appropriate area to sit during breaks?			
Provide a supportive work environment for healthy eating			



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Does your workplace have initiatives to encourage healthy eating, such as vegetable gardens, breakfast food, or fruit bowls?				
Does your workplace encourage socialisation through healthy eating such as shared lunches or recipe contests?				
Prominently display messages about healthy eating				
Does your workplace prominently display messages to encourage healthy eating?				

Individual	Yes	Partially	No
Provide opportunities for healthy eating knowledge development			
Does your workplace provide healthy eating information sessions?			
Does your workplace provide healthy eating information resources (e.g. posters, brochures, flyers)?			
Does your workplace promote healthy support services, such as nutritionists or dieticians?			
Provide opportunities for skill development			
Does your workplace promote healthy eating events e.g. breakfast club?			
Extend healthy eating support to family of staff			
Does your workplace offer healthy eating support to family of staff?			



The environmental sustainability symbol represents actions in the checklist that contribute to improving environmental sustainability of the workplace.



The cultural mindfulness symbol represents actions in the checklist that contribute to improving diversity, equity, and inclusivity in the workplace.

For more information on the purpose of the symbols and how they can be applied to your action plan visit the following links: [Environmental Sustainability](#) and/or [Cultural Mindfulness](#).

For tips on promoting healthy eating in your workplace, go to:
http://www.workwell.health.nz/workwell_healthy_eating