



## Healthy Eating Action and Evaluation Plan Example

**Wellbeing Goal:** *This can be the same as the Vision in the WorkWell Group Terms of Reference*

**Plan Timeframe:** *Aim to begin activities around the time of accreditation and complete all activities within 12 months*


### Rationale

Through workplace consultation it was recognised that staff members have access to a lunchroom and vending machine for the purchase of snacks, however no other food is available to purchase on site.

The staff survey (conducted in May 2023) identified that:

- 60% of staff eat high sugar foods at least 3-4 times per week
- 75% of staff eat high fat foods 1-2 times per week
- Only 37.5% of staff eat the recommended five or more portions of fruit and vegetables a day
- Only 62% of staff eat breakfast five or more times a week
- 87% of staff indicated that they would like to eat more healthily

Optional: Insert the symbols below into your action plan if they relate to your planned activity. If neither symbol is appropriate, leave blank. 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](#).

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

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



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<b>Objective:</b> e.g. Increase/decrease in number of staff reporting X behaviours							
	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.	Environmental sustainability and Cultural Mindfulness
Organisational Change	Establish a healthy eating policy	<ul style="list-style-type: none"> <li>Form healthy eating sub-group</li> <li>Review sample WorkWell healthy eating policies and/or other organisations</li> <li>Agree on and draft policy content</li> <li>Send policy to all staff for feedback</li> <li>Collate feedback and amend draft</li> <li>Finalise policy launch, including communication to all staff</li> </ul>					
	Developing Catering Guidelines	<ul style="list-style-type: none"> <li>Form healthy eating sub-group</li> <li>Review sample WorkWell and Wellplace catering guidelines</li> <li>Draft guidelines content</li> <li>Send guidelines and feedback form to key staff members</li> <li>Collate feedback and amend draft</li> <li>Send second version to staff for final feedback</li> <li>Finalise guidelines and launch to all staff</li> </ul>					



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Physical Environment	Review and improve kitchen facilities for preparing and storing food	<ul style="list-style-type: none"> <li>• Review existing facilities and scope any potential additional equipment required</li> <li>• Discuss options with staff and identify what facilities they would use/are required</li> <li>• Ensure consideration of options for staff who are not site based</li> <li>• Gather quotes and gain management approval</li> <li>• Purchase facilities and set up</li> <li>• Launch and raise awareness of facilities to all staff</li> </ul>					



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	Provide healthy choices in vending machines – label and promote healthy options	<ul style="list-style-type: none"> <li>Refer to the vending machine guidelines</li> <li>Review current contracts</li> <li>Liaise with contractors re guidelines and investigate healthy options available</li> <li>Consult with staff on selection of healthy options</li> <li>Negotiate possible subsidised cost of healthier options</li> <li>Purchase healthy options in line with guidelines</li> <li>Promote healthier options via signs on machine, email and on noticeboard</li> </ul>					
	Provide educational leaflets/resources on the health benefits of healthy eating; healthy eating key messages	<ul style="list-style-type: none"> <li>Review WorkWell healthy eating web page for appropriate resources available</li> <li>Order resources required</li> <li>Set up a display area in the staff room</li> <li>Review on a quarterly basis – update with new resources and ensure there is enough stock</li> </ul>					



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Individual Change	Display promotional and motivational messages throughout the workplace to encourage healthy eating	<ul style="list-style-type: none"> <li>Review WorkWell healthy eating web page for appropriate messages/resources</li> <li>Agree on the best way to communicate messages</li> <li>Order any resources required</li> <li>Communicate messages</li> <li>Review on a quarterly basis – update with new resources/messages and change focus</li> </ul>					
	Provide healthy eating educational and cooking sessions	<ul style="list-style-type: none"> <li>Consult with staff and determine key areas to focus on</li> <li>Consult with relevant providers on what they can offer</li> <li>Contract provider to deliver set number of sessions</li> <li>Implement as appropriate</li> </ul>					

**Evaluation Strategies:**

- Staff survey – pick key measures from staff survey which you can directly report back to in Annual Progress Report
- Evidence of activities actioned
- Gather verbal feedback from staff on actions in the plan



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Record number of attendees for events							