



# Healthy Eating

## Workplace Handbook







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# Introduction

Congratulations on choosing to create a supportive environment for healthy eating at work! This guide was developed to assist workplaces:

- in applying a comprehensive approach to healthy eating
- in planning activities using the framework of comprehensive workplace wellness
- in creating a supportive environment for healthy eating

## Why is healthy eating important?

Healthy eating plays an important role in promoting health and in reducing the risk of developing chronic diseases such as:

- obesity
- type II diabetes
- certain types of cancer
- heart disease
- osteoporosis

About 60% of Durham Region adults 18 years and older are overweight or obese. (DRHD and Institute of Social Research, York University)

## Why are workplaces a great place to promote healthy eating?

Most adults spend a good part of their waking hours at work. This makes the workplace an ideal setting to provide strategies and programs that address healthy eating.

Workplaces that support health programs have fewer costs related to employee turnover and health. (Hawkins, O'Garro, & Wimsett, 2009)

Employees who have good health are:

- more likely to be at work and perform well
- more likely to remain with an employer

## Workplace healthy eating programs are a 'win – win' for everyone!

## Why use a comprehensive approach to healthy eating?

Research indicates that using a comprehensive approach to promoting health has been found to be useful in creating positive behaviour changes. A comprehensive approach consists of using the four health promotion strategies.

The four strategies include:

- Awareness Raising
- Education and Skill Building
- Environmental Support
- Healthy Policies



## A Comprehensive Approach to Healthy Eating in the Workplace

The following chart provides details regarding the **four** different categories of health promotion strategies. Examples of each strategy are offered for workplaces to consider as part of a comprehensive approach to healthy eating in the workplace.

Health Promotion Strategies	Ideas
<b>Awareness Raising</b> Making employees aware of why it is important to eat healthy is a first step in addressing healthy eating in your workplace.	<p><b>Provide messages and resources about healthy eating and the health benefits of eating healthy in a friendly, supportive manner.</b></p> <p><b>Consider the following:</b></p> <p><b>Promote Durham Region Health Department campaigns</b> (e.g. the Real Food. Real Fast. Real Good. Vegetable and Fruit Campaign)</p> <p><b>Promote Dietitians of Canada's National Nutrition Month (March):</b> Consider March as a time to promote healthy eating</p> <p><b>Offer employees:</b></p> <ul style="list-style-type: none"><li>• Brochures/pamphlets/fact sheets</li><li>• Bulletin board messages/posters</li><li>• Contests/draws/quizzes</li><li>• Displays</li><li>• Email messages about healthy eating</li><li>• Intranet</li><li>• Newsletters</li><li>• Pay cheque inserts</li></ul> <p><b>Resources</b> Visit <a href="http://durham.ca/healthyeating">durham.ca/healthyeating</a> to order or download resources. Contact Durham Region Health Department at 1-800-841-2709 for additional resources and links for healthy eating.</p>

Only 31% of Durham residents 18 years and older eat at least 5 servings of vegetables or fruit daily. (DRHD and Institute of Social Research)



Health Promotion Strategies	Ideas
<p><b>Education and Skill Building</b></p> <p>Education and skill building activities provide employees with the knowledge and skills needed to develop healthy eating habits.</p>	<p><b>Provide opportunities for education and skill building that can help employees learn to eat healthy as outlined in Eating Well with Canada's Food Guide (Appendix 1).</b></p> <p><b>Fruit and Vegetable Tracker:</b></p> <ul style="list-style-type: none"> <li>• A helpful tool for setting goals and tracking progress towards eating more vegetables and fruit.</li> </ul> <p><b>Vegetable and Fruit Food Skills Kit:</b></p> <ul style="list-style-type: none"> <li>• Resources to help make preparing and eating vegetables and fruit quick, easy, affordable and enjoyable.</li> </ul> <p><b>Discover Your Inner Chef!:</b></p> <ul style="list-style-type: none"> <li>• Resources to help you and your family eat healthy on a budget. It includes information and tools to help you learn about following Canada's Food Guide, menu planning, smart shopping, cooking at home and using leftovers.</li> </ul> <p><b>Healthy eating challenges:</b></p> <ul style="list-style-type: none"> <li>• Organize a workplace healthy eating challenge using the Fruit and Vegetable tracker. Employees may challenge each other or have team challenges.</li> </ul> <p><b>Promote online education &amp; skill-building opportunities:</b></p> <ul style="list-style-type: none"> <li>• Durham Region Health Department: (<a href="http://durham.ca/healthyeating">durham.ca/healthyeating</a>) - Discover Your Inner Chef on-line learning: Learn all about food budgeting skills e.g. budgeting, recipes and cooking at home</li> <li>• Dietitians of Canada (<a href="http://dietitians.ca">dietitians.ca</a>) - Food and Activity Tracker, Virtual Grocery Tour, Recipe Analyzer</li> <li>• EatRight Ontario (<a href="http://eatrightontario.ca">eatrightontario.ca</a>) - Menu Planner, Food Skills Videos</li> <li>• Health Canada (<a href="http://hc-sc.gc.ca">hc-sc.gc.ca</a>) - My Food Guide</li> </ul>





Health Promotion Strategies	Ideas
<b>Environmental Support</b>  Create a workplace environment that supports employees in making the healthy food choice the easy choice.	<b>Consider these ideas below to make your workplace environment more supportive of healthy eating.</b>  <b>Availability of Healthy Foods</b> <ul style="list-style-type: none"><li>• Make healthy foods available to all employees, on all shifts, in all venues (e.g. cafeteria, vending machines, meetings, events) as per Canada's Food Guide</li><li>• Include vegetables and fruit in cafeteria specials</li><li>• Include vegetables and fruit for workplace meetings if food is required</li><li>• Have smaller cafeteria portion sizes and modify recipes to make them healthier</li><li>• Price healthy options the same or less than other options (cafeteria, vending machines)</li><li>• Offer local foods whenever possible</li><li>• Offer foods that are culturally acceptable</li><li>• Hold an onsite farmer's market</li></ul> <b>Promotion</b> <p>Make employees aware of new and existing healthy food choices by:</p> <ul style="list-style-type: none"><li>• Point of purchase advertising and posting nutrition information</li><li>• Displaying healthy foods in highly visible spots in the cafeteria line</li><li>• Displaying healthy foods at eye level in vending machines</li><li>• Avoid promoting unhealthy foods - e.g. change vending machine advertising to show healthier options</li></ul> <b>Physical Environments</b> <ul style="list-style-type: none"><li>• Ensure employees have enough time for lunch and a clean area away from their workplaces</li><li>• Provide microwaves and refrigerators so employees can bring healthy foods from home</li></ul>

### Other Considerations

- Become an Eat Smart! Workplace Award Winner. To learn more, visit [durham.ca/healthyeating](http://durham.ca/healthyeating) or [EatSmartOntario.ca](http://EatSmartOntario.ca)
- Include nutrition counseling with a Registered Dietitian as part of a health benefits package.





Health Promotion Strategies	Ideas
<p data-bbox="167 216 386 247"><b>Healthy Policies</b></p> <p data-bbox="167 289 553 426">Develop and implement clear written guidelines or policies to support healthy eating in the workplace.</p> <div data-bbox="138 1354 495 1465"><p><b>Once you have a healthy eating policy/guideline, be sure that:</b></p><ul data-bbox="138 1512 532 1896" style="list-style-type: none"><li>• Your employees are aware of the policy/guideline</li><li>• The policy/guideline is accessible to employees</li><li>• The workplace promotes the policy/guideline</li><li>• The workplace adheres to the policy/guideline</li><li>• The policy is reviewed and updated annually</li></ul></div>	<p data-bbox="646 216 1185 394"><b>Have clearly written guidelines or policies to support healthy eating in the workplace. The following appendices offer helpful information for developing a nutrition policy.</b></p> <p data-bbox="646 432 1188 537"><b>Appendix 3</b> - Healthy Eating Policy Guide, provides steps and examples for developing a healthy eating policy for your workplace</p> <p data-bbox="646 575 1182 680"><b>Appendix 4</b> - Six Principles to Guide Decision Making for the Selection of Food and Beverages for Events</p> <p data-bbox="646 718 1127 823"><b>Appendix 5</b> - The Healthy Eating Policy/Guideline Practical Suggestions Checklist</p> <p data-bbox="646 861 1179 966">The following are some examples of how policies or guidelines support employees to eat healthy:</p> <ul data-bbox="646 1003 1192 1969" style="list-style-type: none"><li>• Healthy food choices will be provided (when food is required) at all workplace functions including meetings, events, celebrations, in vending machines and in cafeterias</li><li>• Food from local sources will be provided whenever possible; consider cultural preferences</li><li>• Fundraising does not include the sale of non-nutritious foods (e.g. bake sales, cookies, chocolate bars, muffins etc)</li><li>• High standards of food preparation and food handling will be followed. Contact Durham Region Health Department's Environmental Help Line at 905-723-3818 or 1-800-777-9613 ext. 2188 for information on food handler training</li><li>• Tap water is available to all staff at all times</li><li>• Waste will be minimized by reducing the amount of packaging, disposable dishes, and by recycling</li></ul>



# Steps to Creating Your Healthy Workplace

The six recommended steps to implementing comprehensive workplace wellness are:

1. Gain Commitment
2. Create a Healthy Workplace Team
3. Complete a Situational Assessment
4. Develop a Plan
5. Implement the Plan
6. Monitor and Evaluate the Plan

## 1. Gain Commitment

Obtain management support. Ensure that you have completed this step as it is important for the success of your plan.

## 2. Create a Healthy Workplace Team

This is an important step for developing and implementing your overall plan. It helps to ensure that you have workplace members who are committed to promoting health.

## 3. Complete a Situational Assessment

Every workplace is different. The Workplace Healthy Eating Assessment (Appendix 2) will help to highlight the specific needs of your workplace. Use the data collected to support your committee in identifying the existing strengths and gaps within your workplace.

Conducting a needs assessment is also important as it gives employees a chance to voice what health issues are important to them. There are many ways to collect this including:

- surveys
- small group discussions
- employee meetings

Asking for employee input may help to increase buy-in and reduce resistance to wellness activities. This is especially true around the topic of healthy eating, as it is often considered to be a personal issue.



#### 4. Develop a Plan

- Decide what issues will be addressed first.
- Decide on some short term ‘easy win’ goals. An example of an ‘easy win’ short term goal is, “Make nutrition information/resources available to 100% of employees”.
- Decide on some longer range goals. An example of a longer term goal is, “Develop 100% of a healthy eating policy, consistent with Canada's Food Guide, which supports healthy food and beverage choices for workplace functions”.

Use the blank Workplace Health Plan (Appendix 6, pages 20-21) for your plan. To further assist you, a completed sample Workplace Health Plan has been provided as a reference (Appendix 7, pages 22-25). Try to address all components of the Workplace Health Plan. The template is available to download from [durham.ca/healthyeating](http://durham.ca/healthyeating).

#### 5. Implement the Plan

Once your committee has created a workplace health plan, you will be ready to put your ideas into action. Remember to include ways to promote your activities to encourage employee participation.

#### 6. Monitor and Evaluate the Plan

It is helpful to revisit the plan from time to time, to check on your progress and to see if any changes need to be made.

Evaluate and track your expected results. For example, if your expected result (short term goal) was to have 50% of employees track their vegetable and fruit intake for one week, you can track this by having them participate in a workplace challenge where they submit a completed Vegetables and Fruit tracker (see page 24).

Spend some time with your committee to review what worked well and areas for improvement. It is very useful to reflect back on what you have accomplished at the end of the year. You have probably learned some valuable lessons and may be ready to work on some different priority issues or you may wish to continue working on the same priority issues.

For more information on the steps to implementing comprehensive workplace wellness go to [durham.ca/workplace](http://durham.ca/workplace).





# Moving Forward

## **1. Celebrate your committee's success!**

Committees often involve staff volunteers who go above and beyond the call of duty. Recognize everyone's work and you will keep the group moving forward for the next year. Celebrations could include committee members sampling each others' healthy recipes.

## **2. Continue to survey employees:**

Finding out what health topics are of interest to employees is key to the success of a workplace wellness program. Using any of the methods below will provide valuable employee feedback:

- a short survey in combination with event evaluations
- a formal survey of all employees
- a suggestion box
- verbal feedback through focus groups

## **3. Get staff involved:**

Look to have team leaders involved, from all areas of work within the workplace. The team leader can act to motivate and remind employees about challenges and contests, and/or receive input from the employees. It is helpful for staff to be involved in the planning and implementing of activities and challenges as much as possible.

## **4. Advertise your activities and accomplishments within the workplace:**

Posters, newsletters, email, and intranet are all popular ways to share information between employees. It is important to share your committee's successes and also to keep them updated on new activities. Communicating to employees is key to keeping workers interested in your wellness activities.

## **5. Participate in the Durham Region Health Department Healthy Workplace Award Program:**

The Healthy Workplace Award program is designed to recognize the efforts of workplaces that are implementing Comprehensive Workplace Wellness.



## Conclusion

For many of us, our time at work makes up a big part of our day. Chances are that you eat at least one main meal and a snack or two at work, making it an ideal setting to promote healthy eating.

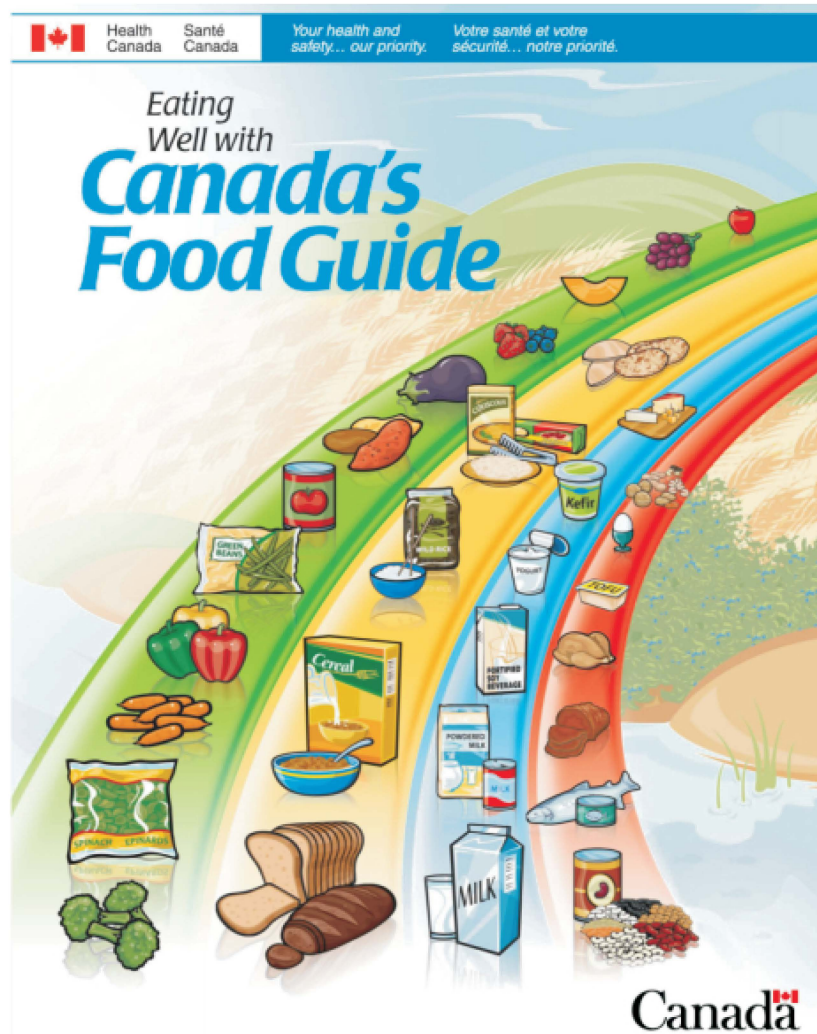
There is a lot of evidence to support that eating healthy positively affects health and may prevent many chronic diseases. Healthier employees are more productive and are absent less often. Becoming a workplace supportive of health creates a positive image for your workplace and boosts morale.

Following the steps and ideas outlined in this guide can help your workplace create an environment supportive of healthy eating. Public Health Nurses are available to consult with you about creating a workplace environment supportive of healthy eating and can be accessed by calling Durham Health Connection Line 905-666-6241 or 1-800-841-2729.



# Appendix 1

## Eating Well with Canada's Food Guide



Recommended Number of Food Guide Servings per Day									
Age In Years	Children			Teens		Adults			
	2-3	4-8	9-13	14-18		19-50		51+	
Sex	Girls and Boys			Girls	Boys	Women	Men	Women	Men
Vegetables and Fruit	4	5	6	7	8	7-8	8-10	7	7
Grain Products	3	4	6	6	7	6-7	8	6	7
Milk and Alternatives	2	2	3-4	3-4	3-4	2	2	3	3
Meat and Alternatives	1	1	1-2	2	3	2	3	2	3



## Appendix 2

### Workplace Healthy Eating Assessment

Use this tool with your workplace wellness committee. The following questions will help you assess your workplace for areas of strength and areas to build on to create a workplace that supports healthy eating.

#### Awareness Raising

Questions	Comments
Does the worksite have areas where posters or print material can be displayed? (e.g. bulletin boards, glass doors)	
Does the workplace have a newsletter or a way to get messages to employees? (e.g. email)	

#### Education and Skill building

Questions	Comments
Are educational sessions about healthy eating available to employees? (e.g. lunch and learns, workshops, cooking classes)	
Do employees have access to a computer? (for online learning, email campaign)	

## Appendix 2 *(cont'd)*

### Supportive Environment

Questions	Comments
<b>Eating Areas</b> Do employees have access to: <ul style="list-style-type: none"> <li>• a clean eating area away from their workstation?</li> <li>• a refrigerator and microwave?</li> </ul>	
<b>Time</b> Are employees given enough time to eat?	
<b>Meetings</b> Are healthy foods and beverages served at meetings? <ul style="list-style-type: none"> <li>• Emphasize vegetables and fruit, whole grains and lower fat dairy and meat options</li> <li>• Exclude foods high in added fat, sugar and salt e.g. pastries, doughnuts, muffins, drinks sweetened with sugar (see “Foods to Limit” in Canada’s Food Guide)</li> <li>• Is waste from packaging and dishes/cutlery minimized?</li> </ul>	
<b>Cafeteria and Vending Machines</b> Is the workplace cafeteria in the Eat Smart! Workplace program?  Do vending machines offer at least 50% of healthier snacks (Talk to your Public Health Nurse about the EatSmart! Workplace Cafeteria program).  Are healthy food options available on all shifts?  Do advertisements or posters promote only healthy foods? (e.g. water or 100% fruit juice instead of drinks sweetened with sugar).	
<b>Workplace Celebrations</b> Are the foods and beverages provided prepared in a healthier way? (refer to Canada’s Food Guide)	
<b>Workplace Stores</b> Does the store/tuck shop offer healthy choices?	



## Appendix 2 *(cont'd)*

### Healthy Eating Policies

Questions	Comments
<p><b>Nutrition Policies</b></p> <p>Is there a written food and nutrition policy in your workplace?</p> <p>Have all employees been made aware of the policy and do they know where to find it?</p> <p>Does anyone check to see if the policy is followed?</p>	



## Appendix 3

### Healthy Eating Policy Guide

Use the following guide for developing a nutrition policy for your workplace. The different steps are presented along with examples for each.

#### 1. Introductory Statement/Commitment Statement

A statement that introduces the concept of the policy.

**Example:** (Employer name) is committed to promoting a healthy lifestyle by offering healthy food and beverage choices. Consideration will be given to:

- local or Ontario grown products
- cultural diversity within the workplace
- utilizing safe food handling practices
- supporting accessibility of healthy food and beverage choices in the workplace.

#### 2. Rationale/Objective/Purpose

Concrete examples about why your workplace is implementing the policy.  
(e.g. What is the goal of the policy?)

**Examples:**

- To ensure that healthy food choices are offered and safe food handling procedures are followed at all workplace functions where food and beverages are served.
- To provide education to employees on the benefits of healthy eating.

#### 3. Scope

The definition of where your policy is applicable.

**Example:** The policy applies to all workplace departments and events.

#### 4. Definition

Define what is meant by “healthy” foods/eating, so that people know what types of foods they can offer to staff.

**Example:** According to Canada’s Food Guide, healthy eating includes:

- Eating a wide variety of foods from each of the four food groups with a focus on vegetables, fruit and whole grains.
- Choosing foods that are low in added fat, sugar and salt.

#### 5. Principles/Procedure/Requirements

This section is about how the policy will be accomplished. This includes any principles your workplace identifies as important to address. Be sure to define any terms and specify the nutrition guidelines the workplace is expected to follow (See appendix 4).

**Example:** (Employer name) will select foods and beverages in accordance with Canada’s Food Guide, emphasizing vegetables and fruit, whole grains and lower fat options most often.

#### 6. Appendices

If applicable, include any appendices relevant or referred to in your policy.  
(e.g. Appendix 5 Healthy Eating Policy Practical Suggestions checklist)

Adapted with permission of Region of Waterloo Public Health



## Appendix 4

### Six principles to guide decision making for the selection of food and beverages for events

Exercising good judgment in balancing these principles will help ensure that healthier refreshment options are available for (employer's name) meetings.

- 1. Promote healthy eating.** Select foods and beverages in accordance with Canada's Food Guide, emphasizing vegetables and fruit, whole grains and lower fat options most often.
- 2. Practice safe food handling.** Meet the provincial standards for safe food preparation and service. Leaving food at room temperature, cross contamination of foods, and lack of proper hand washing are common causes of food borne illness. It is important to adhere to safe food handling practices and to purchase foods and beverages from caterers that have passed their food safety inspections.
- 3. Recognize cultural diversity in our community.** Select refreshment options that are culturally acceptable for those attending the event when possible. The inclusion of culturally diverse foods demonstrates that the richness of cultural differences within our community is valued and respected.
- 4. Promote Ontario grown products.** Choose Ontario grown products, whenever possible, which will strengthen efforts to protect our rural resources.
- 5. Be environmentally friendly.** Minimize waste from food, food packaging and disposable dishes, and recycle whenever possible.
- 6. Be fiscally accountable.** Ensure that money spent on refreshments attempts to balance all six principles in the most efficient and cost effective manner.





## Appendix 5

### Healthy Eating Policy Practical Suggestions Checklist

#### Planning Your Refreshment Options

- ☐ Make the best choices available when choosing food and beverages for (employer name) meetings and events. Do your best to balance the outlined principles.
- ☐ Include vegetable and fruit options, whenever possible.
- ☐ Try new foods as an effort to increase variety. A variety of food groups promotes an adequate intake of essential nutrients and incorporates foods enjoyed by different cultural groups.
- ☐ Ensure alternatives are available for individuals with food allergies or special dietary needs.

#### Caterer

- ☐ Choose a dependable caterer – consult with your local health department to determine whether they have passed their food safety inspections.
- ☐ Request the caterer include Ontario grown products if possible.
- ☐ Ask the caterer if you can make last minute adjustments in the quantities ordered if people cancel at the last minute.

#### Beverages

- ☐ Provide fresh water.
- ☐ Offer 100% pure fruit juice.
- ☐ Offer 2%, 1%, skim milk, or fortified beverages (e.g. fortified soy drink).
- ☐ Provide milk as an alternative to cream for coffee and tea.

#### Breakfast

- ☐ Be selective. Order foods such as fresh fruit; whole grain breads/toast/flat breads (spreads, margarine and butter on the side) or a variety of lower-fat, whole grain muffins; hot or cold whole grain cereal; low-fat cheeses (20% milk fat (M.F.) or less) or low fat yogurt (2% milk fat (M.F.) or less). Consider lower-fat cooking methods for meat and alternatives (e.g. poached or boiled eggs, baked beans).

#### Sandwiches/Lunch

- ☐ Ask for sandwiches made with an assortment of whole grain breads, pita, roti, tortillas and rolls.
- ☐ Have a variety of lower-fat sandwich fillings such as tuna, salmon, beans, cooked lentils, grilled vegetables, lean roast beef, turkey, chicken, ham, pastrami or lower-fat cheese. Include vegetarian fillings (e.g. tofu and shredded vegetables).
- ☐ Ask for sandwiches made with little or no mayonnaise, butter or margarine. Offer mustard, chutney, relish and hummus as alternatives.
- ☐ Avoid cream-based soups or request caterers substitute milk for cream and use lower salt (sodium) options.



## Appendix 5 *(cont'd)*

### Main Dishes

- ☐ Look for meatless dishes such as pasta with a tomato sauce, vegetarian lasagna, stir-fry or a rice casserole.
- ☐ Choose meat, fish, lentils, beans or poultry and vegetable dishes that are broiled, roasted or steamed instead of fried.
- ☐ Avoid high fat cream sauces.

### Salads

- ☐ Have vegetable and fruit salads available.
- ☐ Ask for dips made with plain low fat yogurt, hummus or light sour cream (less than 2% milk fat (M.F.)).
- ☐ Choose lower-fat salad dressings and have them served on the side.
- ☐ Include hot (e.g. steamed vegetables) and cold salads (e.g. bean salad, green leafy salads).

### Dessert

- ☐ Offer fresh fruit or a fruit salad. Emphasize Ontario seasonal fruits.
- ☐ Choose lower-fat yogurt (less than 2% M.F.).
- ☐ Choose low-fat whole grain cookies (e.g. oatmeal).
- ☐ Avoid baked goods that are a source of trans fat.
- ☐ If serving cake for a celebration, offer fruit as a healthy choice.

### Nutrition Breaks

- ☐ Ask for a variety of lower-fat muffins or bagels with cheese (e.g. cheddar, mozzarella) or lower fat spreads (e.g. hummus, light cream cheese, jam).
- ☐ Order a basket of Ontario grown fruits, when available (e.g. apples, peaches, strawberries).
- ☐ Have a fruit tray or vegetables and dip.
- ☐ Offer lower-fat cereal bars and/or yogurt.

### Minimize waste and recycle

- ☐ Use china, glass, and flatware rather than disposable products, if possible.
- ☐ Use recyclable rather than disposable products.
- ☐ Ask for milk and beverages in pitchers rather than in individual cartons or bottles. If juice is provided in glass bottles, be sure they are recycled.
- ☐ Ask for condiments in bulk rather than in single servings.
- ☐ Choose moderate portion sizes and order just enough food for the number of people attending.

### Timing

- ☐ Serve food within 30 minutes after it arrives.
- ☐ Don't leave perishable food out for longer than 2 hours. Refrigerate leftovers as soon as possible.





## Appendix 6

### Workplace Health Plan Template

Timeframe: \_\_\_\_\_ to \_\_\_\_\_ (month/year)

Wellness Committee: \_\_\_\_\_

Goals	Initiatives	Timelines and Responsible Person(s)	Evaluation Method
Awareness Raising Goal:			
Education and Skill Building Goal:			



## Appendix 6 *(cont'd)*

Timeframe: \_\_\_\_\_ to \_\_\_\_\_ (month/year)

Wellness Committee: \_\_\_\_\_

Goals	Initiatives	Timelines and Responsible Person(s)	Evaluation Method
Environmental Support Goal:			
Healthy Policies Goal:			

## Appendix 7

### Sample Healthy Eating Health Plan

Workplace Health Plan: For the Work Year: January to December  
Wellness Committee Members: Jenny, David, Sally, Brian

Goals	Initiatives	Timelines and Responsible Person(s)	Evaluation Method
<b>Awareness Raising Goal:</b>  1. Raise awareness about the health benefits of healthy eating.	1. Implement two different campaigns to promote healthy eating  2. Identify at least 2 different vehicles to deliver healthy eating messaging to employees  3. Make nutrition resources (e.g. pamphlets, posters etc.) available to employees on an ongoing basis	<b>Jenny and David will:</b> <b>January</b> <ul style="list-style-type: none"> <li>Estimate number of employees to receive/benefit from healthy eating materials/programs.</li> <li>Identify the two campaigns that will be promoted to employees for first part of the year (e.g. March is Nutrition Month and Durham Region Health Department Fruit and Vegetable campaign).</li> <li>Identify available sites and locations in the workplace to deliver healthy eating messaging (e.g. staff room, bulletin boards, cafeteria, pay-stub inserts [online or paper], and employee intranet).</li> <li>Brainstorm ideas on how to make employees aware of the campaigns.</li> <li>Consult with workplace public health nurse to identify and book displays for Nutrition Month Campaign in March, and Fruit and Vegetable Campaign in May.</li> </ul> <b>February to March</b> <ul style="list-style-type: none"> <li>Review Nutrition Month package from Durham Region Health Department or visit <a href="http://durham.ca/healthyeating">durham.ca/healthyeating</a> to download resources.</li> <li>Determine and obtain (order or reproduce) enough copies of campaign materials, Canada's Food Guide, and nutrition resources on various topics.</li> <li>Distribute resources to areas that employees frequent such as staff room, cafeteria, or send a link for employees to download resources.</li> <li>Identify local events that employees can attend in local community to celebrate nutrition and post them on a bulletin board (e.g. free community cooking class for parents and kids, farmer's market tour).</li> <li>To promote Nutrition Month campaign, arrange for a display to be set up in the cafeteria or lunch area for employees.</li> </ul>	Meet after Nutrition Month considering: <ul style="list-style-type: none"> <li>strategies used</li> <li>what worked well</li> <li>lessons learned</li> <li>suggestions for improvements</li> <li>uptake of resources</li> <li>feedback or suggestions received anonymously through a suggestion box</li> </ul> <ul style="list-style-type: none"> <li>Include an evaluation question on the ballot for fruit and vegetable contest or cookbook draw.</li> <li>Count number of participants in the fruit and veggies contest or draw (by number of entries).</li> </ul>



## Appendix 7 (cont'd)

Goals	Initiatives	Timelines and Responsible Person(s)	Evaluation Method
		<p><b>Sally and Brian will:</b></p> <p><b>April</b></p> <ul style="list-style-type: none"> <li>• Develop a plan to promote Durham Region Health Department's Fruit and Vegetable Campaign, as part of an ongoing work/life balance strategy within the workplace.</li> <li>• Post Durham Region Health Department's Fruit and Vegetable Campaign posters on walls and bulletin boards throughout the workplace.</li> <li>• Post downloadable links of campaign resources including parent resource cards and recipes on the company intranet, as well as distribute paper copies of Durham Region Health Department's Fruit and Vegetable Campaign resources in the staff room.</li> <li>• Keep a bowl full of locally grown apples in the staff room for one week to elicit interest.</li> <li>• Plan to highlight healthy eating as part of an annual staff appreciation barbeque/lunch to be hosted in June by featuring a fruit and vegetable contest.</li> <li>• Brainstorm ideas for a fruit and vegetable contest (e.g. ask staff to sign up to bring their favourite fruit or vegetable to the picnic and invite them to describe why it is their favourite. Employees judge responses, and award the winner with a prize (e.g. cookbook, gift certificate) and feature a draw for a cookbook.</li> <li>• Determine employee interest in nutrition topics. Create a ballot for a draw with questions regarding nutrition topics to assess interest of employees.</li> </ul> <p><b>May</b></p> <ul style="list-style-type: none"> <li>• Sally will send an email to employees inviting them to the upcoming picnic, promoting fruit and vegetable contest and participation in ballot draw of 'nutrition topics of interest'.</li> </ul> <p><b>June</b></p> <ul style="list-style-type: none"> <li>• Host picnic and implement a fruit and vegetable contest.</li> <li>• Set up ballot draw area.</li> <li>• Sally and Brian will review completed ballots and identify top three nutrition topics listed.</li> </ul>	<ul style="list-style-type: none"> <li>• Count the number of participants in the fruit and vegetable contest.</li> </ul>

## Appendix 7 (cont'd)

Goals	Initiatives	Timelines and Responsible Person(s)	Evaluation Method
<b>Education and Skill Building Goal:</b>  1. 25% of employees will participate in healthy eating activities	1. Provide employees opportunities to access Durham Region Health Department Fruit and Vegetable Food Skills Kit.  2. Host a Fruit and Vegetable challenge using the Durham Region Health Department Fruit and Vegetable Tracker.	<b>The Wellness Committee will:</b>  <b>June</b> <ul style="list-style-type: none"> <li>Promote the Durham Region Health Department Fruit and Vegetable Tracker to employees from the campaign materials. Challenge employees to track their vegetable and fruit intake for one week!</li> </ul>	Assess participation rate by number of trackers distributed.
<b>Environmental Supports Goal:</b>  1. Contribute to a workplace environment that supports and fosters healthy eating for employees.	1. Provide a clean eating area separate from their work areas.  2. Facilities are provided to support employees bringing lunch from home (e.g. fridge and microwave).  3. Pamphlets, posters, and educational material are available within the workplace.	<b>The Wellness Committee will:</b>  <b>April</b> <ul style="list-style-type: none"> <li>Work with management to assess the current eating area and identify possible improvements or additional support required.</li> <li>Coordinate a date with management to complete a “walk through” of the eating area located in the workplace to assess current conditions.</li> </ul> <b>May</b> <ul style="list-style-type: none"> <li>Complete a “walk through” of the eating area and identify any changes required along with management. Use the Workplace Healthy Eating Assessment (Appendix 2).</li> <li>Create a timeline to identify when the changes could be completed.</li> <li>Plan an ongoing review schedule to assess eating area with management.</li> </ul>	The Wellness Committee will review the results of the walk through.



## Appendix 7 (cont'd)

Goals	Initiatives	Timelines and Responsible Person(s)	Evaluation Method
<b>Healthy Policies Goal:</b>  1. Create a plan to develop a workplace policy/guideline that supports employees to make healthy eating choices in the workplace.	1. Complete the Healthy Workplace Environmental Assessment (Appendix 2) (What things in the workplace can either help or hinder employees to make healthy eating choices?)  2. Develop a draft workplace healthy eating policy/guideline.  3. Develop a timeline to regularly review/revise the workplace policy/guideline.	<b>The Wellness Committee will:</b>  <b>March</b> <ul style="list-style-type: none"> <li>Complete the Healthy Workplace Environmental Assessment.</li> </ul> <b>April to July</b> <ul style="list-style-type: none"> <li>Review results from the completed Workplace Healthy Eating Environmental Assessment (Appendix 2) and choose areas to address with the policy.</li> <li>Use the Workplace Healthy Eating Policy Guide (Appendix 3) to develop a draft healthy eating policy/guideline.</li> </ul> <b>September to December</b> <ul style="list-style-type: none"> <li>Start the approval process for the draft healthy eating policy/guideline.</li> <li>Make a plan for regular review of the policy/guideline</li> <li>Make sure the healthy eating activities in the workplace health plan meet requirements of the new healthy eating policy.</li> </ul>	The Wellness Committee will have a clear plan and timelines to address any necessary policy revisions.



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## Notes





**HEALTH  
DEPARTMENT**

Apr12

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