

## Healthy Eating Workplace Checklist

### Places that support healthy eating

1. Does your workplace have an on-site <b>cafeteria</b> ? If so:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are fruits and/or vegetables available in your cafeteria?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the fruits and/or vegetables available throughout the day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the fruits and/or vegetables displayed in an appealing way?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the fruit and/or vegetable displays of equal or greater size to the display area of less-nutritious food selections?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are fruit and/or vegetable choices easily found in the cafeteria?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a fresh fruit and/or vegetable side included in the price of sandwiches and/or grill items?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are fruit and/or vegetable choices promoted consistently to employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there an abundance of fruit and/or vegetable options?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does your workplace have <b>vending machines</b> available for employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are healthier vending options – such as canned, fresh or dried fruit and/or vegetable choices, low-calorie or low-fat choices – made available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the healthier vending options – such as canned, fresh or dried fruit and/or vegetable choices – well marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the healthier choices – such as canned, fresh or dried fruit and/or vegetable choices – placed at eye level?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the healthier vending machine options promoted consistently?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the healthier options offered at a lower price than less nutritious options?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Does your workplace have <b>break rooms</b> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your workplace encourage the placement of healthy food in break rooms rather than candy, doughnuts, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the purchase of healthier foods for break rooms supported by corporate discounts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are healthy options in break rooms offered to all shifts and types of employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Does your workplace work with <b>onsite vendors</b> to provide healthy food choices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are healthy foods offered by onsite vendors promoted regularly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Does your worksite provide other opportunities (i.e. farmers market and/or crop shares) for employees to buy healthy foods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Does your workplace work with <b>off-site vendors</b> (nearby restaurants or food vendors) to offer and promote healthier food options?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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7. Does your workplace make <b>refrigerators and microwaves</b> available to all employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are they easily accessible to most employees? (less than a 10-minute walk)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are they promoted regularly to the employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are they maintained and cleaned on a regular basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can they accommodate at least 5% of the workforce at any given time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Policies that support healthy eating

1. Does your organization have a written policy requiring that healthy foods be served at meetings, events, other staff functions where catered items are available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the policy promoted and communicated regularly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the policy enforced consistently?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the policy clearly define “healthy food”?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does your organization have a written policy to ensure that healthy food options are priced lower than unhealthy food items in the cafeteria and vending machines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the policy promoted and communicated regularly to those who plan meetings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the policy enforced consistently?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Promotion of healthy eating opportunities

1. Does your organization have a promotional plan that regularly reminds employees of the opportunities to eat healthy at work and/or bring healthy foods to work (e.g., fruits for snacks)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the plan include more than one form of communication (e.g. emails and newsletters)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the promotional plan address all segments of the employee population?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the plan include messages from respected leaders at the senior level of management (e.g. CEO, union reps, etc)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does your organization encourage or recognize managers and supervisors to follow the healthy eating policy(s) at work and/or promote and model healthy eating at work (i.e. offerings at team/unit recognition events, employee treats, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

# Healthy Eating Workplace Checklist

## Acting on your results

Answering the following questions will point you toward some solutions for your workplace.

### Policies

- What kinds of policies could your organization implement that may encourage employees to make healthy food selections?

### Places

- What does your organization lack in terms of places where healthy food choices could be made?
- Of the places that are lacking, which might your organization be able to provide?
- How can your organization improve the cafeteria to better encourage the selection of fruits and vegetables?
- How might your organization improve vending machines to encourage the selection of fruits and vegetables?
- How might your organization improve break rooms and work stations to encourage the selection of fruits and vegetables?
- How might your organization work with onsite and offsite vendors to promote healthy eating?

### Promotion

- How can your organization improve promotion of healthy eating opportunities?
- What additional channels of communication could be used to promote healthy eating opportunities in your workplace?
- What type of incentives for manager/supervisor could be used to improve healthy eating in your workplace?