



# Tool for the Assessment of the Nutrition Environment in Workplaces



PREPARED BY THE NUTRITION UNIT, HEALTH PROMOTION AND PROTECTION BRANCH, MINISTRY OF HEALTH & WELLNESS

**“This material has been adapted from the Healthy Eating Resources for Workplaces” booklet. Copyright 2015: Alberta Health Services ("AHS") with the permission of AHS. AHS is not responsible for any inaccuracies in content different from the content of the original English edition. All acts of copyright infringement including reproduction, translation, transmission, republication, and distribution of this material without written permission of the Ministry of Health, Jamaica and Alberta Health Services are prohibited.”**

# Assessing Healthy Eating in the Workplace

This sample assessment form can be used or adapted to assess your workplace's eating environment and the support available to help employees with healthy eating.

Name of Institution: \_\_\_\_\_ Assessment Date: \_\_\_\_\_

Institution Address: \_\_\_\_\_

Parish: \_\_\_\_\_ Number of Staff: \_\_\_\_\_

Assessor: \_\_\_\_\_ Title: \_\_\_\_\_

Interviewee: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

AREA	Yes	No	Score
<b>Workplace Environment</b>			
<b>Policy/Guide to Promote Healthy Eating</b>			
Policy/guide that supports healthy food and drink options at meetings is in place (policy/guide exists, is written and posted/visible) <i>Answer "yes" if policy/guide makes vegetables, fruits, 100% fruit juices, trans-fat free/low salt/low sugar snacks or meals available during meetings.</i>	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	____ points
Policy/guide that supports healthy food and drink options in workplace food service outlets such as canteens, vending machines and tuck shops is in place (policy/guide exists, is written and posted/visible) <i>Answer "yes" if policy/guide makes vegetables, fruits, 100% fruit juices, trans-fat free/low salt/low sugar snacks or meals available at canteens, tuck shops and vending machines.</i>	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	____ points
<b>Your workplaces' score on Policy/Guide to Promote Healthy Eating section</b>			<b>____ points</b>
<b>Maximum score on Policy/Guide to promote Healthy Eating section</b>			<b>4 points</b>

<b>AREA</b>	<b>Yes</b>	<b>No</b>	<b>Score</b>
<b>Physical Spaces that Support Healthy Eating</b>			
Eating area is provided away from work distractions and includes seating and tables	<input type="checkbox"/> 2 point	<input type="checkbox"/> 0 points	____ points
Hand washing sinks are available	<input type="checkbox"/> 2 point	<input type="checkbox"/> 0 points	____ points
Refrigerators are available	<input type="checkbox"/> 2 point	<input type="checkbox"/> 0 points	____ points
Microwaves and/or toaster ovens are available	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	____ points
Your workplace's score on Physical Spaces that Support Healthy Eating Section:			____ points
Maximum score for Physical Spaces that Support Healthy Eating section			8 points
<b>Provision of Access to Healthy Food and Drink Choices</b>			
<b>At food service outlets</b>			
Healthy food and drink options are in easy to access locations	<input type="checkbox"/> 1 point	<input type="checkbox"/> 0 points	____ points
Canteens, vending machines and tuck shops provide a variety of healthy food and drink choices	<input type="checkbox"/> 1 point	<input type="checkbox"/> 0 points	____ points
Recipes use healthy ingredients; recipe ingredients are lower in fat, trans fat, saturated fat, sodium and added sugars. Whole grains, vegetables and fruits are used where possible	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	____ points
Smaller portion sizes are available eg. Small muffins or half sandwich and entrée options	<input type="checkbox"/> 1 point	<input type="checkbox"/> 0 points	____ points
Most (more than 50%) of the food and beverage choices available in canteens, tuck shops and vending machines are healthier food items. Answer "yes" if the healthy foods are items such as skim milk, 1% milk, water, unsweetened flavoured water, 100% fruit juice, low salt, low fat and/or low sugar snacks and meals.	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	____ points

<b>AREA</b>	<b>Yes</b>	<b>No</b>	<b>Score</b>
Less healthy food and drink options (eg chips, candy, deep fried foods and high fat / sugar baked goods) are available in small portions and a limited variety.	<input type="checkbox"/> 1 point	<input type="checkbox"/> 0 points	___ points
Water fountains, tap water or water coolers are available and in easy to access locations.	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	___ points
Healthy food and drink options are priced competitively.	<input type="checkbox"/> 1 point	<input type="checkbox"/> 0 points	___ points
Healthy food and drink options are placed at eye level with less healthy choices in less visible places	<input type="checkbox"/> 1 point	<input type="checkbox"/> 0 points	___ points
Nutrition information is provided on the menu or label to help employees with making healthy food choices. Examples include labelling healthy food choices with a symbol and/or providing calories, sodium and fat content on the menu	<input type="checkbox"/> 2 point	<input type="checkbox"/> 0 points	___ points
<b>At meetings or events</b>			
Healthy food and drink options are available at meetings and functions	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	___ points
Meetings are scheduled outside of meal times to allow for meal breaks	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	___ points
Food and drinks are offered at meetings and or functions only when necessary, such as meal times	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	___ points
Plain water is offered at meetings	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	___ points
<b>Around the worksite</b>			
Employees are encouraged to bring healthy food and drink instead of less healthy options	<input type="checkbox"/> 2 point	<input type="checkbox"/> 0 points	___ points
Outside spaces are used for edible gardens	<input type="checkbox"/> 2 point	<input type="checkbox"/> 0 points	___ points
<b>Your Workplace's score for the Provision of Access to Healthy Food and Drink Choices section</b>			
<b>Maximum score for the Provision of Access to Healthy Food and Drink Choices section</b>			<b>26 points</b>

AREA	Yes	No	Score
<b>Breastfeeding Support</b>			
Policy/guide that supports breastfeeding for employees is in place (policy/guide exists, is written and posted/visible) <i>Answer "yes" if the policy/guide is included as a component of other employee policies/guides or is a separate policy/guide related to breastfeeding.</i>	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	____ points
Private area that is furnished is provided (other than restroom) that may be used for employees to express breastmilk	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	____ points
Flexible paid or unpaid break times that allow mothers to express breastmilk are provided	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	____ points
Free or subsidized breastfeeding support groups or educational sessions are provided. <i>Answer "yes" if these sessions address breastfeeding as a single health topic or if breastfeeding is included with other health topics. These sessions can be provided in person or online; onsite or off site; in group or individual setting; through onsite staff, community groups or health care practitioners.</i>	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	____ points
Paid maternity leave is offered which is separate from any accrued sick leave, annual leave or vacation leave	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	____ points
<b>Your workplace's Breastfeeding Support section score:</b>			<b>____ points</b>
<b>Maximum Breastfeeding Support section score:</b>			<b>10 points</b>
<b>Personal Health practices</b>			
<b>Educate and Increase Awareness of Healthy Eating</b>			
Brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the benefits of healthy eating are provided. <i>Answer "yes" if these health promotion materials address the benefits of healthy eating as a single health topic or if the benefits of healthy eating are included with other health topics</i>	<input type="checkbox"/> 2 point	<input type="checkbox"/> 0 points	____ points
Educational seminars, workshops, or classes on healthy eating are provided. <i>Answer "yes" if these sessions address healthy eating as a single health topic or if healthy eating is included with other health topics. These sessions can be provided in person or online; onsite or off site; in group or individual setting; through onsite staff, community groups or health care practitioners.</i>	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points	____ points
Images and messages in common areas, food service outlets and vending Machines support Healthy Eating	<input type="checkbox"/> 2 point	<input type="checkbox"/> 0 points	____ points

AREA	Yes	No	Score
<b>Your workplace's score on Educate and Increase awareness of Healthy Eating Section</b>			
<b>Maximum score for Educate and Increase Awareness of Healthy Eating</b>			<b>6 Points</b>
<b>Celebrate, Recognize and Provide Employee Support</b>			
Successes towards healthy eating are celebrated in the workplace	<input type="checkbox"/> 1 point	<input type="checkbox"/> 0 points	___ points
Employees are encouraged to share success stories and ideas for healthy eating.	<input type="checkbox"/> 1 point	<input type="checkbox"/> 0 points	___ points
Non-food rewards and recognitions are used such as e-cards, bulletin boards with photos, fitness passes	<input type="checkbox"/> 2 point	<input type="checkbox"/> 0 points	___ points
Recognition is given to employees who achieve a healthy eating goal or participate in a healthy eating activity	<input type="checkbox"/> 2 point	<input type="checkbox"/> 0 points	___ points
<b>Your workplace's score for the Celebrate, Recognize and Provide Employee Support section</b>			<b>___ Points</b>
<b>Maximum score for the Celebrate, Recognize and Provide Employee Support section</b>			<b>6 Points</b>

## Summary Score

Section	Maximum Score	Your Workplace Score
<b>Workplace Environment</b>		
Policy/guide to promote healthy eating	4	
Physical spaces that support healthy eating	8	
Provision of access to healthy food and drink choices	26	
Breastfeeding Support	10	
<b>Total Score for Workplace Environment</b>	<b>48</b>	
<b>Personal Health Practices</b>		
Educate and increase awareness of healthy eating	6	
Celebrate, Recognize and Provide Employee Support	6	
<b>Total Score for Personal Health Practices</b>	<b>12</b>	
<b>Total Assessment Score</b>	<b>60</b>	