

Planning a food and drink guideline

Writing a guideline is a great way to commit to making and sustaining healthy changes within your workplace or organisation. A guideline can be very simple and should be reviewed regularly for relevance.

Consider the suggested actions below and choose those actions that you want to promote to your team. You may wish to add other ideas that meet the needs of your workplace.

Choose the actions that are best suited to your workplace. Add these actions to the poster template and display in your workplace.



Email your completed guideline to the **ACT Nutrition Support Service** (info@actnss.org) for ongoing support and advice.

Steps	Action	Check
Step 1 Brainstorm	Gather a team of interested employees and appoint a nutrition champion	
	- What is happening currently?	
	- Why have a guideline?	
	- Who will it cover and/or benefit?	
	- Who will be involved?	
Step 2 The goals of the guideline	Determine the philosophy behind the guideline and the motivation	
	- You may want to include the outcomes of your brainstorming	
	- You may want to reference the Australian Dietary Guidelines and/or the ACT Towards Zero Weight Gain Initiative	
	- ACT Government workplaces must adhere to the ACT Government Healthy Food and Drink Choices policy	
Step 3 Identify priorities and strategies to address these	Physical environment ideas	
	- Healthy eating posters and brochures displayed clearly for staff, visitors and clients	
	- Ensure kitchen facilities available and kept clean, including suitable refrigeration and microwave oven	
	- Access at all times to suitable and free drinking water for staff and clients	

	Access to healthier choices ideas	
	- Provide a bowl of fruit in the staff room	
	- Remove the biscuit/lolly jar in the staff room	
	- Request healthier options for any catering engaged	
	- Adopt a healthier choices guideline for foods provided by staff for morning teas/lunches	
	- Consider healthier fundraising choices	
	- Assess your vending machine and incorporate healthy choices therein	
	- Encourage nearby cafes or coffee shops to sell healthier choices	
	Supportive environments ideas	
	- Consider team challenges such as healthy lunch competitions or a pedometer challenge to encourage activity	
	- Provide regular staff newsletters, emails and include healthy eating tips and recipes	
	Professional support ideas	
	- Encourage staff to participate in professional development sessions led by an Accredited Practising Dietitian from Nutrition Australia ACT	
	- Contact Nutrition Australia ACT to organise cooking demonstrations or a Question & Answer session at your team meeting	
	- Contact ACTNSS for menu ideas, menu assessment or vending machine reviews	
Step 4 Evaluate	Reflect on the progress your organisation has made since introducing the guideline	
	- Has the guideline reached the target audience?	
	- Have all changes gone to plan?	
	- What could you do differently?	
	- Has any positive change occurred in the workplace?	
	- Consider choosing additional actions for the next period	
Step 5 Maintain	Maintain the momentum of a healthy food and drink culture	
	- Consider accessing updated nutrition messages for display in your staff room – posters and brochures	
	- Check for ongoing professional development opportunities for your healthy workplace champion	



Next steps: download and complete your guideline poster to display in your organisation. **See example poster below.**

The poster features a background image of a bowl of fruit and a laptop keyboard. At the top, there is a blue and green header bar. Below this, on the left, is a yellow-bordered box containing the text 'Insert logo here'. To the right of this box is the ACT Nutrition Support Service logo. The main text of the poster reads: 'Our workplace is committed to providing a culture where **healthy food and drink** choices are valued and encouraged.' This is followed by a blue heading: 'What are we doing over the next 12 months?'. Below this is a numbered list of three items: 1. Provide a bowl of fruit in the staff room; 2. Request healthier options for any catering engaged; 3. Access at all times to suitable and free drinking water for staff and clients. At the bottom of the main text area, it says 'Your workplace rep for healthy food and drink ideas is: Jane Citizen'. The footer contains contact information for the ACT Government and Nutrition Australia, along with their respective logos.