



Healthful Eating in The Workplace Checklist

Does your workplace have healthy eating policies/ recommendations?	No <input type="checkbox"/>	If yes,...	Notes / Action Items / Areas of Improvement
<input type="checkbox"/> Do the recommendations outline why your workplace finds value in employees making healthy food choices?			
<input type="checkbox"/> Do the recommendations include catering suggestions for meetings or luncheons?			
<input type="checkbox"/> Do the recommendations include a list of local restaurants that support healthier options for off-site eating?			
<input type="checkbox"/> Do the recommendations encourage healthier food options and portions at celebrations?			
<input type="checkbox"/> Do the recommendations encourage healthier food options when fundraising?			
<input type="checkbox"/> Are the recommendations inclusive to various dietary needs (allergies, plant-based, etc.)			
<input type="checkbox"/> Is fresh water easily accessible?			
Does your workplace provide a eating area for staff?	No <input type="checkbox"/>	If yes,...	Notes / Action Items / Areas of Improvement
<input type="checkbox"/> Is there a refrigerator available to store food?			
<input type="checkbox"/> Is there indoor and outdoor seating and tables available to use?			
<input type="checkbox"/> Is there equipment (toaster, microwave, sink, etc.) available to use?			
<input type="checkbox"/> Are there dishes and utensils available?			
<input type="checkbox"/> Are there garbage and recycle bins available?			
<input type="checkbox"/> Is the area clean and pleasant to be in?			
Does your workplace have a cafeteria?	No <input type="checkbox"/>	If yes,...	Notes / Action Items / Areas of Improvement
<input type="checkbox"/> Are there items that reflect healthy plates based on healthy food guidelines and dietary needs (allergies, plant-based, etc.)?			
<input type="checkbox"/> Are there any promotional strategies (stamp cards, subsidized food, etc.) used to promote healthy choices?			
<input type="checkbox"/> Are healthy choices priced comparable to or less than the other options?			
<input type="checkbox"/> Are healthy choices placed in highly visible areas where they are easy to see and grab?			
<input type="checkbox"/> Are portion sizes sensible? (offer smaller portion sizes like half sandwiches or muffins)			
<input type="checkbox"/> Is nutrition information visible to employees to make informed decisions when choosing meals?			
Does your workplace provide a vending machine(s)?	No <input type="checkbox"/>	If yes,...	Notes / Action Items / Areas of Improvement
<input type="checkbox"/> Are at least half of the options healthy choices?			
<input type="checkbox"/> Are there any promotions on or near the machine(s) that promote healthier choices?			
<input type="checkbox"/> Are healthy choices priced comparable to or less than the other options?			
<input type="checkbox"/> Are there items that reflect healthy options based on healthy food guidelines and dietary needs (allergies, plant-based, etc.)?			
<input type="checkbox"/> Are healthy choices placed at eye level?			

- Is nutrition information visible to employees to make informed decisions when choosing a snack?

Ideas to inspire healthful eating in the workplace.

- Bring healthy vendors onsite for lunch and learns for skill building and education and awareness
- Use outdoor space as a community garden
- Offer a weekly or monthly Community Supported Agriculture (CSA) box or produce subscription for easy pickup
- Start a bi-weekly or monthly farmers market onsite
- Implement red, yellow, green light visuals for labeling food options
- Recognize and celebrate with non-food related items when applicable (gift cards, etc.)
