

## Workplace healthy catering policy – checklist

Use the following checklist to help ensure healthy catering options are provided in your workplace.

Check for and comply with any internal policies relating to healthy catering in your workplace. If your organisation does not have any policies or guidelines, and provides food regularly, you might like to create your own. For advice on how to develop a healthy catering policy for your workplace, see the Heart Foundation's workplace healthy catering policy – sample template available at [www.heartfoundation.org.au/catering](http://www.heartfoundation.org.au/catering).

Workplace healthy catering checklist	Yes	No
<b>Has a copy of the menu been obtained from the caterer with details of the following? (Attach the menu to this checklist.)</b>		
<ul style="list-style-type: none"> <li>Ingredients</li> </ul>		
<ul style="list-style-type: none"> <li>Cooking methods</li> </ul>		
<ul style="list-style-type: none"> <li>Accompaniments to dishes (e.g. sauces, gravies, types of spreads)</li> </ul>		
<b>Check that the menu offers the following:</b>		
<ul style="list-style-type: none"> <li>A variety of foods</li> </ul> <p>A range of different foods should be offered, including vegetables; wholegrains; lean meats; oily fish; fruit; and low, reduced or no fat dairy.</p>		
<ul style="list-style-type: none"> <li>A variety of vegetables</li> </ul> <p>A variety of vegetables and salads should be available at all meals and/or incorporated into other menu items (e.g. sandwich fillings, soups, finger foods).</p>		
<ul style="list-style-type: none"> <li>A variety of fresh fruit</li> </ul> <p>Seasonal fruit should be offered as a dessert (e.g. fruit platter) or incorporated into other menu items (e.g. salads, finger foods).</p>		
<ul style="list-style-type: none"> <li>A variety of breads and cereals, preferably wholegrain</li> </ul> <p>Possible options include wholegrain, multigrain or rye rolls/bread, wholemeal pita bread, and high fibre white bread varieties.</p>		
<ul style="list-style-type: none"> <li>Lean meat, poultry and fish</li> </ul> <p>Meat should be trimmed of all visible fat and chicken should have the skin removed. Limit processed meats (e.g. sausages and frankfurts) and deli meats (e.g. salami, pâté), or select varieties that have earned the Heart Foundation Tick where available.</p>		
<ul style="list-style-type: none"> <li>A vegetarian option OR, for no-choice menus, one course is vegetarian</li> </ul> <p>Vegetarian items (e.g. legumes, eggs) should be included to provide choice for people who do not eat meat/poultry or fish.</p>		

<ul style="list-style-type: none"> <li>• Low or reduced fat dairy products or their alternatives</li> </ul> <p>Offer both reduced fat and full fat milk that is correctly labelled, whenever tea and coffee is served. Low fat fruit/natural yoghurts can be offered as snacks/desserts.</p>		
<ul style="list-style-type: none"> <li>• Polyunsaturated or monounsaturated fats/oils</li> </ul> <p>Healthier spreads and margarines made from canola, sunflower or olive oil and dairy blends that have earned the Heart Foundation Tick are good choices. Thin spreads of tahini, avocado or hummus are also good choices.</p>		
<ul style="list-style-type: none"> <li>• Minimal salt</li> </ul> <p>Menu items should contain no or minimal added salt. Herbs and spices can be used to add flavour. For processed foods, 'no added salt', 'low salt' or 'salt reduced' options should be used where possible.</p>		
<ul style="list-style-type: none"> <li>• Dressings, sauces and spreads are served separately on the side</li> </ul>		
<b>Healthy cooking methods</b>		
<p><b>Have only healthy cooking methods been used?</b></p> <ul style="list-style-type: none"> <li>• Healthy cooking methods include grilling, stir-frying, steaming, oven baking, boiling, poaching, dry-frying, barbequing and microwaving.</li> </ul>		
<b>Beverages</b>		
<p><b>Is plain water readily available?</b></p> <ul style="list-style-type: none"> <li>• Suitable non-alcoholic beverages include: <ul style="list-style-type: none"> <li>○ plain water: tap, spring, mineral (still or sparkling)</li> <li>○ diet soft drinks</li> <li>○ 100% fruit juices</li> <li>○ tea (herbal, green, black)</li> <li>○ coffee (caffeinated and decaffeinated).</li> </ul> </li> </ul>		
<b>Other considerations</b>		
<ul style="list-style-type: none"> <li>• Serves per person – To promote healthy eating and minimise waste (and costs) are only small or moderate serves per person provided?</li> </ul>		
<ul style="list-style-type: none"> <li>• Special dietary needs – Have people with special dietary needs (e.g. vegetarian, seafood, gluten, wheat or dairy free) been catered for?</li> </ul>		

### Further information

For additional healthy catering advice, visit the Heart Foundation's catering and preparing foods section available at [www.heartfoundation.org.au/catering](http://www.heartfoundation.org.au/catering).

**Disclaimer:** Please ensure you also consider any food allergies or intolerances when choosing catering options.

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