



# Healthy Workplace Food and Beverage Toolkit

# Culture of Health

A culture in which people live, work, learn, play and pray in environments that support healthy behaviors, timely quality care and overall well-being.



**The healthy choice is  
the default choice.**

# Guideposts for Healthy Eating

- Eat fruits and vegetables.
- Choose fiber-rich whole grains.
- Eat fish, especially those high in omega-3 fatty acids.
- Limit sodium and added sugars.
- Choose fats wisely.
- Eat nuts, seeds and legumes.



# Improving Food and Beverage Options in the Workplace




Meetings ▪ Catered Meals ▪ Snacks ▪ Vending





# Content Highlights

# www.heart.org/foodwhereur


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## Healthy Workplace Food and Beverage Toolkit

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Updated: Jul 3, 2014

The American Heart Association's Healthy Workplace Food and Beverage Toolkit is a practical resource to help organizations improve their food environment and promote healthy eating. It provides practical action steps and suggestions that are easy to understand and apply.



**What's in it for you?**

In addition to specific guidance and nutrition standards for beverages, snacks and meals, topics addressed in the toolkit include healthy eating, creating a culture of health, how leadership and management can be involved, special events, meetings, vending machines, healthier cooking methods, resources and links, and a glossary of terms.

**Who should use the toolkit?**

Anyone involved with procuring, providing or planning food and beverages in an organization/workplace -- from vending machines to catered special events -- can use this resource to learn how to make healthy changes. You can easily modify the guidance offered to fit the specific needs of your organization.

While the toolkit was originally designed for workplaces and employers, we recognize its applicability to other settings. A version of the toolkit is being created for other types of organizations and communities, including faith-based organizations and multicultural audiences, who would like to improve their food environment.

This toolkit is an evolving, evergreen resource that will continue to be updated. Check back with us periodically to see what's new.


**GET THE TOOLKIT NOW**


(Registration Required)

**Workplace Wellness**

- Workplace Wellness Home
- Workplace Wellness Resources
  - \* Wellness in the Workplace
  - \* Guide for Organization Leaders
  - \* Get Employees Moving
  - \* Worksite Wellness Kit
  - \* Get Employees Registered
  - \* On-Demand Reporting Center
- Fit-Friendly Worksites
  - \* Fit-Friendly Worksites Recognition
  - \* Recognition Levels and Requirements
  - \* Apply or Renew Online
  - \* Fit-Friendly Resources
- Heart At Work E-news
- Activity Tracker

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## Healthy Workplace Food and Beverage Toolkit Resources

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**Thank you for registering!**

All toolkit resources may be accessed from this page. Please bookmark this page now so you'll be able to return in the future without registering again.

As a registered toolkit user you'll receive notification of updates and additions.

To contact us about the toolkit, please email [workplacefood@heart.org](mailto:workplacefood@heart.org). We welcome your feedback, suggestions, success stories and challenges. They will help guide future enhancements.

**toolkit for workplaces**

- Toolkit (includes the 9 documents below) (PDF)
- Quick Start Guide (PDF)
- Guidance for Leadership and Management (PDF)
- Guidance on Meetings and Events (PDF)
- Guidance on Vending Machines (PDF)
- Guidance for Caterers and Food Vendors (PDF)
- Guidance by Food Category (PDF)
- Glossary (PDF)
- Healthier Sandwiches (PDF)
- Healthier Cooking Methods (PDF)

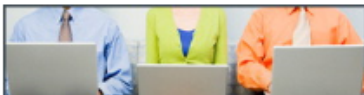
**additional resources**

- Pledge (for print/display) (Editable PDF)
- Q and A (PDF)
- Vending Machine Inventory Worksheet – Food (PDF)

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# Seven Simple Steps to Get Started

1. Reduce and ultimately eliminate regular soft drinks and sugar-sweetened beverages.
2. Offer a fruit and/or vegetable serving with every meal.
3. Provide soft margarine instead of butter (if needed).
4. Reduce and ultimately eliminate candy in vending machines.
5. Switch to fiber-rich whole grain bread products.
6. Serve fruit instead of traditional desserts.
7. Do not serve fried foods.

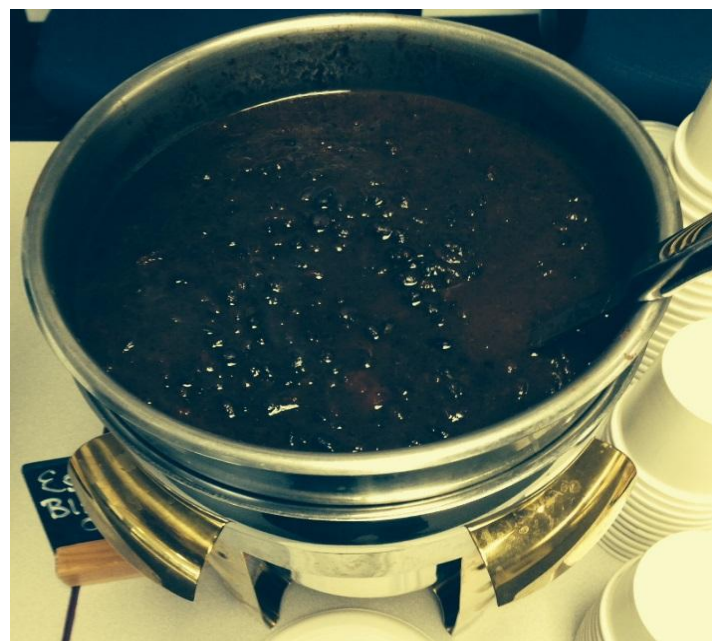






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# Meal Planning Tools



- Action Plan for On-site Meals
- Menu Plan for Off-site Events
- Guidance for Caterers and Food Vendors

# Healthier Snacks

- Fresh fruits and vegetables
- Whole-grain crackers
- Hummus, salsa and other light dips
- Nuts and trail mix
- Light popcorn
- Fat-free/low-fat yogurt





# Office Food



- Remove candy bowls or replace with fruit.
- Limit the amount of time it's available.
- Provide healthier suggestions.
- Avoid less healthy foods (donuts, cookies, etc.).
- Explore new ways to celebrate special occasions.

# User Tools

- Pledge Form
- Sample Email
- Quick Start Guide
- Guidance for Caterers and Food Vendors
- Glossary
- Vending Machine Inventory Worksheets
- Q&A
- Pre-Implementation Assessment Survey



# Questions? Comments?

