



# Healthy Eating Resources for Workplaces



Ideas and resources to support a  
healthy eating environment in the  
workplace

Copyright © (2015) Alberta Health Services, links updated (May 2016). This material is protected by Canadian and other international copyright laws. All rights reserved. This material is intended for general information only and is provided on an "as is", "where is" basis. Although reasonable efforts were made to confirm the accuracy of the information, Alberta Health Services does not make any representation or warranty, express, implied or statutory, as to the accuracy, reliability, completeness, applicability or fitness for a particular purpose of such information. This material is not a substitute for the advice of a qualified health professional. Alberta Health Services expressly disclaims all liability for the use of the material, and for any claims, actions, demands or suits arising from such use. This material may be reproduced without further permission from Alberta Health Services solely for non-profit educational purposes, provided such reproduction does not change or alter this material in any way. This material may not be changed or altered without written permission from [NutritionResources@albertahealthservices.ca](mailto:NutritionResources@albertahealthservices.ca).

# Table of Contents

## Introduction

Purpose of the Healthy Eating Resources for Workplaces .....	5
--	---

## Getting Started

How to Get Started .....	7
--------------------------	---

## Supporting the Workplace Environment

Develop a Workplace Policy to Promote Healthy Eating .....	10
Lead by Example and Foster Support .....	11
Create Physical Spaces that Support Healthy Eating .....	11
Promote Access and Availability of Healthy Food and Drink Choices .....	11

## Supporting the Personal Health Practices of Employees

Educate and Increase Awareness of Healthy Eating .....	14
Celebrate, Recognize and Provide Employee Support .....	15

## Appendices

Appendix A – Assessing Healthy Eating in the Workplace .....	17
Appendix B – Sample Assessment Questions .....	20
Appendix C – Action Plan Template and Example .....	22
Appendix D – Resources to Support Workplace Healthy Eating Environments .....	24
Appendix E – Resources, Services, and Programs to Support Personal Health Practices of Employees .....	26

## References

# Introduction

# Purpose of the Healthy Eating Resources for Workplaces

The Healthy Eating Resource for Workplaces aims to provide guidance and support to Alberta employers who are interested in encouraging employees to improve their health. It provides an overview of actions workplaces can take to support healthy eating and also includes provincial and national tools and resource links aimed to support these actions.

The information provided is based on current best practices and research. If you have any questions about this resource please contact [healthyeatingenvironment@albertahealthservices.ca](mailto:healthyeatingenvironment@albertahealthservices.ca).

## Why is the health of employees important?

The health of employees impacts their ability to perform and contribute to the workplace. When employees are well-nourished and healthy, their physical and mental well-being is enhanced. This can help to reduce absenteeism and increase productivity in the workplace<sup>1</sup>.

## What is healthy eating?

Health Canada has created tools to help Canadians define healthy eating such as [Eating Well with the Canada's Food Guide](#). Alberta Health has further defined healthy eating by creating [Alberta Nutrition Guidelines for Adults](#). These guiding documents help Albertans take steps towards healthy eating.

## How can workplaces promote healthy eating?

Workplaces can help promote healthy eating by creating a healthy eating environment and supporting the personal health practices of employees. Studies<sup>3</sup> show that what and how much people eat are mostly influenced by what is available and what is happening around them. A healthy eating environment makes healthy eating choices the easy choice for all. It includes spaces to eat at, equipment to store, prepare, or serve food, and support for a healthy eating culture. A supportive work environment together with awareness, skills and knowledge in nutrition can help employees put healthy eating into practice.



Use the information in this resource to help your workplace take steps towards supporting your employees with their health and wellness.

# Getting Started

# How to Get Started

Everyone has a role to play in creating and promoting a workplace environment that supports healthy eating. Changes, both big and small, can make a difference. Get started with making changes in the workplace with the following steps.

## 1) Identify health champions

While sharing the workload is recommended, there needs to be a health champion or a couple of key individuals that take responsibility for getting started and leading the way.

## 2) Build a team or group of people to work together on making changes

In order for change to be successful, there needs to be buy in from leadership and employees. Invite people who are interested or already involved in supporting wellness in the workplace. If there is a health and safety committee at your workplace, this may be a good place to start the discussion on healthy eating. Committee members can be asked to start or join a workplace healthy eating initiative.

## 3) Assess your workplace's eating environment

Consider what your current eating environment is like and what changes can be made to support healthy eating in the workplace. Look at the types of food and drinks available and how they are offered in cafeterias, vending machines, meetings, and workplace celebrations. Explore how healthy eating information is provided to employees, if at all. An assessment of the workplace can help to decide what your priorities are.

See Appendix A (page 17) 'Assessing Healthy Eating in the Workplace' for an example of a survey that could be used or adapted to assess your workplace eating environment.

## 4) Brainstorm and choose area(s) for change

Ask employees, managers, and any other key individuals for their feedback and suggestions on priority areas for change. This gives employees a chance to voice what is important to them. Collect feedback and suggestions through surveys, small group discussions and/or employee meetings. Gathering input from others can help the group make more informed decisions about what changes could be made.

Appendix B (page 20) provides an example of a survey that could be used or adapted to help gather information about employee eating behaviours, knowledge and interest in healthy eating. See the *Supporting the Workplace Environment* or *Supporting the Personal Health Practices of Employees* section for ideas on changes that your workplace can make.



## **5) Develop an action plan**

(a) Decide on goals and what priorities should be addressed first. Include strategies, activities, timelines, individuals responsible and resources needed for completing proposed action(s).

Remember to include ways to promote your activities and encourage leadership and employee involvement as part of the action plan. Examples of how to get employees involved include communicating to them about the change, and getting their feedback along the way.

(b) Decide on how to monitor and track the changes made. Monitoring and tracking changes and outcomes can help you determine if your activities lead to your goal. Identify how you will measure change to determine if your goals are being reached. Getting feedback from employees can also help you identify opportunities for improvement.

See Appendix C (page 22) for an action plan template and an example of how it can be used.

## **6) Put the plan into action**

Once your workplace has developed a plan, the team will be ready to put ideas to action.

The action plan found in Appendix C (page 22) provides examples of actions taken by one workplace to provide healthier choices in their vending machines.

## **7) Monitor your progress**

Check in regularly as a group to discuss progress and determine next steps. Assess what worked well and what can be improved. Review, adjust and modify the action plan as needed. Results can also be sent to the managers and leaders to promote their continued support.


## **8) Celebrate success**

Take time to celebrate your successes, both big and small. Recognition of positive changes can build momentum for more changes. Your team may wish to think about ways to share successes, such as hosting a celebration event or posting a success story on the organization's internal website.

Share your success story with us. Email us at [healthyeatingenvironment@ahs.ca](mailto:healthyeatingenvironment@ahs.ca) to celebrate your work and inspire others at the same time!



# Supporting the Workplace Environment



Below is an overview of actions that workplaces can take to help create an environment that supports healthy eating. Use these ideas to support **best practices** such as developing workplace policy, leading by example, developing a supportive infrastructure and promoting access and availability of healthy food and drink choices.

## Develop a Workplace Policy to Promote Healthy Eating

Have policies and/or guidelines that encourage or require healthy food and drink choices to be available.

### What is a policy?

A policy describes what is to be done surrounding a key issue and why it is to be done. Policy can influence organizational procedure to make it easier to make healthy eating choices. Policies differ from guidelines in that a policy has consequences for non-compliance, whereas guidelines are not a formal process. Policy is not essential, but it can help create sustainability by ensuring that practice becomes embedded within the culture of the workplace. For example, a policy that supports healthy food and drink options in the cafeteria or at meetings, increases access to healthy foods for employees.

See an example of a workplace healthy eating policy from Alberta Health Services:

<https://extranet.ahsnet.ca/teams/policydocuments/1/clp-ahs-pol-healthy-eating.pdf>  
[www.albertahealthservices.ca/5234.asp](http://www.albertahealthservices.ca/5234.asp)

Tools to develop a Healthy Eating Environment Policy:

- [At a glance the eight steps to developing a public health policy](#). This two-page overview summarizes the Toronto Health Communication Unit's eight-step process to developing a health promotion policy. Related worksheets and tools to help you complete each step are noted, along with tips for efficient, effective completion of each step.  
[www.publichealthontario.ca/en/eRepository/Eight\\_steps\\_to\\_policy\\_development\\_2012.pdf](http://www.publichealthontario.ca/en/eRepository/Eight_steps_to_policy_development_2012.pdf)
- [Steps to Creating a School Nutrition Policy: A Step-by-Step Toolkit](#). This Alberta Health Services toolkit explores opportunities for schools to create a healthy school nutrition environment by providing easy to follow steps. It can be adapted for use in workplaces.  
[www.albertahealthservices.ca/assets/info/nutrition/if-nfs-school-nutrition-policy.pdf](http://www.albertahealthservices.ca/assets/info/nutrition/if-nfs-school-nutrition-policy.pdf)
- [Policy Readiness Tool](#). This tool was created to increase capacity for healthy policy changes. It is meant to be used by individuals, organizations and municipalities to create healthier communities. The tool contains a short questionnaire and strategies at different stages of policy readiness. <http://policyreadinesstool.com/the-tool>

## Lead by Example and Foster Support

- Lead by example. Choose healthy foods and drinks for yourself and take meal breaks.
- Encourage employees to be champions and involve them in making changes.
- Support employees with work time to help lead or participate in activities and making changes.

## Create Physical Spaces that Support Healthy Eating

- Ensure eating areas are available that include seating, cooking appliances, a refrigerator, microwave, toaster, sink, etc.
- Provide an outdoor eating area, such as picnic tables or benches for use during warmer months.
- Ensure there are bins for garbage and recycling near eating areas and that it is cleaned daily.
- Create healthy food zones in common areas where healthy foods can be shared. A healthy food zone could be an area designated for eating and sharing healthy foods and drinks; an area where unhealthy choices are not permitted or limited. This would need to be defined by the committee and may look different for every workplace.



## Promote Access and Availability of Healthy Food and Drink Choices

Provide employees with access to nutritious, healthy meal and snack options. This could apply to food and drinks offered in cafeterias, vending machines or external vendors operating in your workplace. It can also apply to catering, celebrations, food rewards/incentives and fundraising activities.

**Food service outlets, for example: cafeterias, coffee shops, vending machines.**

Availability:

- Increase the availability and variety of healthy meal and snack options in easy to access locations.
- Provide healthier snacks and drinks that are lower in salt (sodium), sugar and fat.
- Make existing recipes healthier by using;
  - ✓ ingredients that are lower in fat, trans fat, saturated fat, salt (sodium), and added sugars,
  - ✓ whole grain products (such as whole grain bread, brown rice and whole wheat pasta),

- ✓ more vegetables and fruit,
  - ✓ lower fat Milk and Alternatives (such as skim, 1%, or 2% milk or yogurts),
  - ✓ less processed foods since they tend to be high in salt (sodium),
  - ✓ healthier cooking methods (such as roasting, grilling or steaming),
  - ✓ less sauces and condiments,
  - ✓ the [Recipe Analyzer](#) from the Dietitians of Canada to find out the nutritional facts for a recipe.
- Offer food and drinks in smaller portion sizes, such as small muffins or half sandwich options.
  - Provide less unhealthy foods and drinks in small portions and a limited variety (such as chips, candy, deep fried foods and high fat baked goods).
  - Ensure water fountains, tap water or water coolers are available and easy to access.

#### Access:

- Price healthy food options competitively.
- Ensure healthy food and drink options are visible and in easy to access locations (consider stocking healthy foods at eye level and putting less healthy food choices in less visible places).
- Display nutrition information at point of purchase to help employees make an informed choice.
- Identify healthier food choices on the menu or label accordingly.

#### Meetings and functions

- Schedule meetings outside of meal times to allow employees time for meals.
- Provide food and drinks at meetings only when necessary, such as at meal times.
- Arrange or request healthy catering at meetings, events and conferences. Use Alberta Health's [Eat Smart Meet Smart](#) planning tool for catering.
- Provide plain water at meetings throughout the day.

#### Around the worksite


- Encourage employees to bring healthy food and drinks to share (e.g. fruit kebob or sparkling water) instead of candy, cake and other higher fat, sugar, and/or sodium food and drinks.
- Host onsite farmers markets during the growing season.
- Consider using your facility's outdoor space for edible gardens.



### Additional tools and resources

Appendix D (page 24) contains a list of tools and resources that support workplaces with tips on making changes to create a healthy eating environment. Sample guidelines developed for Alberta Health Services retail food service outlets, vending machine and catering are also provided.

# Supporting the Personal Health Practices of Employees



This section provides an overview of actions workplaces can adopt to support the personal health practices of their employees. Use the ideas listed below to support **best practices** such as: educating and increasing awareness of healthy eating, celebrating and recognizing successes, and encouraging participation.

## Educate and Increase Awareness of Healthy Eating

Start by gathering some information about employees' current eating behaviours and knowledge of healthy eating. Find out what healthy eating topics or activities they would be interested in. See Appendix B (page 20) for Sample Assessment Questions that could be used or adapted to help you gather this information. Consider the organization's capacity to address the results of an assessment when developing the questions. Use results to identify actions that support healthy eating. Repeat the assessment at a later time to see how employees' eating behaviours or knowledge of healthy eating has changed over time.

- Provide nutrition information to employees via printed materials, internal email or websites, newsletters or group sessions.
- Schedule education opportunities for employees to learn about healthy eating, such as choosing and preparing healthy foods, healthy portion sizes or snack choices.
- Arrange to bring in a registered dietitian. Registered dietitians are health professionals who can offer a variety of services including one-on-one nutrition counselling, group presentations on various topics, displays/booths at events, cooking demonstrations etc. Your Employee Assistance Program (EAP) can direct you to registered dietitian services if they are available through the program. Or search [Find a Dietitian](#) to find a registered dietitian in private practice near you.
- Provide subsidies/financial support for individual or group nutrition counselling or programs.
- Direct employees to healthy recipes from sources that have been assessed by registered dietitians, such as Alberta Health Services [Inspiring Recipes](#) or [Dietitians of Canada](#). Display nutrition information at point of purchase to help employees make an informed choice. Examples include labelling healthy food choices with a symbol and/or providing calories and sodium information on the food label or menu.
- Use images and messages on shelves and vending machines that support healthy eating.
- Highlight healthy choices at catered events using table signage.

# Celebrate, Recognize and Provide Employee Support

- Celebrate successes towards healthy eating in the workplace.
- Share success stories and ideas with each other and between workplaces.
- Use non-food rewards and recognitions, such as e-cards, bulletin boards with photos, flowers, gift cards, fitness or movie passes.
- Encourage participation by providing recognition to each employee who participates in the program and/or achieves a goal.
- Weight loss challenges are discouraged as some changes to achieve weight loss may not be healthy or sustainable. Weight gain after weight loss is common; this can contribute to feelings of failure, shame or guilt, which is not the intention of a workplace challenge.
- Organize employee appreciation events with healthy catering or potluck with healthy foods and drinks.
- Include healthy foods at celebrations, such as birthday and retirement events. For example, if cake is served, offer smaller portions and include fresh fruit on the side.
- Offer incentives, support and/or financial subsidies for employees who are working to improve their personal eating habits and nutrition behaviours, including a session with a Registered Dietitian or scheduled work time to attend healthy eating programs and groups.



## Additional tools and resources

Appendix E (page 26) contains a list of resources, services and programs that support the personal health practices of employees. Examples include education classes offered in the community, tips and handouts on various topics, recipe ideas, counselling services, tools to help with planning, shopping, cooking, goal setting, and tracking.



# Appendices

# Appendix A

## Assessing Healthy Eating in the Workplace

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

Workplace Environment	Yes	No	N/A	Area to work on
<b>Policy to promote healthy eating</b>				
Policy that supports healthy food and drink options at meetings is in place (policy exists, is written and posted/visible).				
Policy that supports healthy food and drink options in worksite food service outlets, such as cafeterias and vending machines is in place (policy exists, is written and posted/visible).				
<b>Lead by example</b>				
Staff and management choose healthy foods and drinks.				
Staff and management take time for meal breaks.				
<b>Physical spaces that support healthy eating</b>				
Eating area is provided and is away from work distractions.				
Eating areas include seating and tables.				
Hand washing station(s)/sinks are available.				
Refrigerators are available.				
Microwaves and/or toaster ovens are available.				
Bins for garbage and recycling are near eating areas.				
Outdoor eating areas are available.				
Healthy food zones (i.e. areas designated for eating and sharing healthy foods and drinks) in common areas where healthy foods can be shared exist.				



<b>Provide access to healthy food and drink choices</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Area to work on</b>
<b>At food service outlets</b>				
Healthy food and drink options are in easy to access locations.				
Worksite food service outlets such as cafeterias and vending machines provide a variety of healthy food and drink choices.				
Recipes use healthy ingredients; recipe ingredients are lower in fat, trans fat, saturated fat, salt (sodium) and added sugars. Whole grains, vegetables and fruit are used where possible.				
Smaller portion sizes are available, such as small muffins or half sandwich and entrée options.				
Less healthy food and drink options (such as regular chips, candy, deep fried foods and high fat baked goods) are available in small portions and a limited variety.				
Water fountains, tap water or water coolers are available and in easy to access locations.				
Healthy food and drink options are priced competitively.				
Healthy food and drink options are stocked at eye level with less healthy choices in less visible places.				
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.				
<b>At meeting and functions</b>				
Healthy food and drink choices are available at meetings and functions.				
Meetings are scheduled outside of meal times to allow for meal breaks.				
Food and drinks are offered at meetings and or functions only when necessary, such as at meal times.				
Plain water is offered at meetings.				





<b>Around the worksite</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Area to work on</b>
Employees are encouraged to bring healthy food and drinks to share instead of holiday leftovers, candy, cakes and other unhealthy treats.				
Onsite farmers markets are hosted during growing season.				
Outdoor spaces are used for edible gardens.				
<b>Personal Health Practices</b>				
<b>Educate and increase awareness of healthy eating</b>				
An assessment of employees' eating behaviour, knowledge of and interests in healthy eating has been conducted.				
Nutrition information is provided to employees via printed materials, internal e-mail or website, newsletters or group education sessions.				
Supports to help employees with healthy eating are available (such as skill building sessions or counselling services).				
Images and messages in common areas, food service outlets and vending machines support healthy eating.				
Healthy choices are available at catered events and are highlighted using table signage.				
<b>Celebrate, recognize and provide employee support</b>				
Successes towards healthy eating are celebrated in the workplace.				
Employees are encouraged to share success stories and ideas for healthy eating.				
Non-food rewards and recognitions are used (such as e-cards, bulletin boards with photos, flowers and fitness passes).				
Recognition is given to employees who achieve a healthy eating goal or participate in a healthy eating activity.				

Alberta Health Services uses the tool, [Assessment of Healthy Eating in Our Organization](http://www.albertahealthservices.ca/assets/info/nutrition/if-nfs-hee-assessment-of-organization.pdf) ([www.albertahealthservices.ca/assets/info/nutrition/if-nfs-hee-assessment-of-organization.pdf](http://www.albertahealthservices.ca/assets/info/nutrition/if-nfs-hee-assessment-of-organization.pdf)) to help sites assess where they are currently and identify areas for action.

# Appendix B

## Sample Assessment Questions

These are examples of questions you could ask employees to gather some information about their eating behaviours, and their knowledge of and interest in healthy eating. Adapt these questions to meet your workplace's need. Consider your capacity to address results before you ask a question. Use results to identify actions that support healthy eating. Repeat the assessment at a later time to see how employees' eating behaviours, and knowledge of and interest in healthy eating have changed.

### 1) How healthy is your eating at work?

- ☐ Very healthy
- ☐ Healthy
- ☐ Unhealthy
- ☐ Very unhealthy
- ☐ Not sure

### 2) Are you interested in improving your eating habits at work?

- ☐ Not interested, I am already eating healthy at work
- ☐ Not interested, I am not interested in eating healthier at work
- ☐ Interested, I am considering improving my eating habits at work
- ☐ Interested, I am planning to make changes soon
- ☐ Interested, I have already made changes

### 3) My knowledge of healthy eating is

- ☐ Very low
- ☐ Low
- ☐ High
- ☐ Very high
- ☐ Unsure

**4) What are your barriers for healthy eating at work?**

- ☐ Not having a place to eat
- ☐ Not having a place to store food
- ☐ Not many healthy options at the food service outlets
- ☐ Influenced by co-workers' eating habits
- ☐ Many unhealthy foods available in the common area or food service outlets
- ☐ Other: \_\_\_\_\_

**5) What do you think would help support you with eating healthier at work?**

---

---

**Additional comments:**

---

---

---

---

---

## Appendix C

# Action Plan Template and Example

An action plan outlines what you and your team will need to do to reach your goal. Action plans:

- provide overall direction for your team
- determine what resources, people and other supports are needed
- promote a sense of shared commitment and responsibility among team members
- provide direction for decision making
- help with developing an evaluation plan



A sample action plan follows. The action plan template can help you and your team members come up with a plan for a healthier workplace. [Click here for a fillable action plan template.](#)



# Sample Action Plan

## Action Plan

Date: 2014-2015

Organization: Bengram Enterprise

Plan created by:  
(include key contributors)

Fred Jom, Tara Smith and Wellness Team

**Goal:** Over the course of the coming year, what are the changes that we are aiming to achieve?

To create a healthier eating environment at our workplace; considering places where staff/employees have access to food and beverages.

**What** are the measurable changes we will make to achieve the bigger goal? (Objectives)

**Who** do we want to reach? (Target audiences)

**Which** strategies will we use to help us reach our goal? These may be existing or new strategies. (Strategies)  
**CHECK: Do the strategies fit the outcomes?**

**When and where** will the strategy take place? **Who** is responsible for the strategy? **What** resources do we need?

**Expected Results**

**Why** are we doing this? **What** changes do we want to see? (Outcomes)  
**CHECK: Do the outcomes fit the strategies?**

**How** will we measure these changes? (Indicators)

Record the actual changes that happened. **What** did we accomplish? **What** worked well? **What** can be improved? (Actual results and reflections)

Make sure that at least half of the foods and beverages sold in work vending machines meet the Choose Most Often or Choose Sometimes criteria according to (a) Alberta Nutrition Guidelines (ANG) for Adults and (b) Vending: Alberta Health Services (AHS) Healthy Eating Guidelines for AHS Facilities by September 2014 <http://www.albertahealthservices.ca/PatientsFamilies/if-pf-nfs-hesh-hee-heg-vending.pdf>.

Employees/Staff Managers  
Visitors of building

Communicate with vending machine users and Vendor to create buy in and interest in initiative  
  
Compare food/drinks offered using Healthy U - Food Checker.  
  
Get feedback from vending machine users about possible suitable healthier food and drink options  
  
Replace Choose Least Often items with Choose Most/Choose Sometimes items in vending machines by the beginning of June 2014.

Meet with vending company reps in March 2014 and decide on process to improve vending machine items (Tara)  
  
Communicate about the plan to offer healthier foods and drinks in vending machine to staff and families at: Staff/family summer BBQ, Easter Family Event. (Fred)

Increase the proportion of healthy food and drinks in vending machines.  
  
Maintain sales/profits in the long term.  
  
Promote foods in healthy portion sizes.

% of food choices sold in the vending machine that meet criteria.

At the beginning, January 2014- 5% of food choices in vending machines met the ANG.  
  
By June 2014- 50% of the food choices in the vending machines met the ANG.  
  
Users of the vending machines are choosing healthier choices and are asking for more healthy food choices in vending machines.  
  
The vending company was supportive.

This resource was adapted from the Comprehensive School Health Creating a Healthy School Action Plan, Alberta Health Services, 2014.

2014

## Appendix D

# Resources to Support Workplace Healthy Eating Environments

This section includes a list of tools and resources that can support workplaces with making changes to create a healthy eating environment. Use these resources to make changes to the food and drinks offered at your workplace, such as in cafeterias, vending machines, and meetings. Sample guidelines developed for Alberta Health Services retail food service outlets, vending machine and catering are also provided.



### Alberta Health (Government of Alberta)

#### [Alberta Nutrition Guidelines for Adults](#)

These guidelines were developed by Alberta Health to help adult Albertans make healthier food and drink choices and create healthier eating environments in homes, workplaces and public settings. The guidelines include a food rating system and tips about reading nutrition labels. There is practical information about meal and snack planning for home and work.

[www.health.alberta.ca/documents/Nutrition-Guidelines-AB-Adults.pdf](http://www.health.alberta.ca/documents/Nutrition-Guidelines-AB-Adults.pdf)

#### [Eat Smart Meet Smart](#)

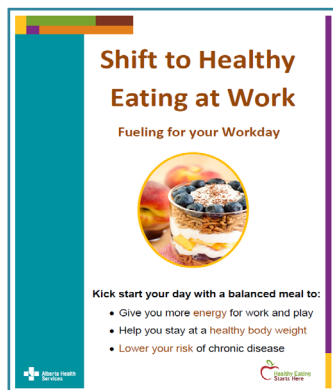
Guidelines, checklists and order forms to help you plan food and drinks for meetings, events and conferences that are healthy for your participants – and your organization.

[www.health.alberta.ca/health-info/EatSmartMeetSmart.html](http://www.health.alberta.ca/health-info/EatSmartMeetSmart.html)

## Alberta Health Services

As part of the [Healthy Eating Starts Here](#) website, the [Healthy Eating At Work](#) section provides resources and tools to help your organization, such as:

- [Healthy Vending Toolkit](#) – Step by step guide to making changes to food and drinks sold in vending machines.
- [Healthy Eating Challenge](#) – The AHS Healthy Eating Challenge is a fun and engaging way to promote healthy eating and team building in your workplace.
- [Shift to Healthy Eating at Work](#) – Tip sheets and posters for use in work settings.
- [Nutrition Bites](#) – Articles for workplace newsletters written by registered dietitians.



## Other Alberta Resources

### [Workplace Wellness Online](#)

This site is designed as a starting point to support Alberta employers who are ready to take steps towards promoting workplace wellness. It includes resources, best practices and success stories, events and a toolkit on how to develop a workplace wellness plan. [www.workplacewellnessonline.ca](http://www.workplacewellnessonline.ca)

# Appendix E

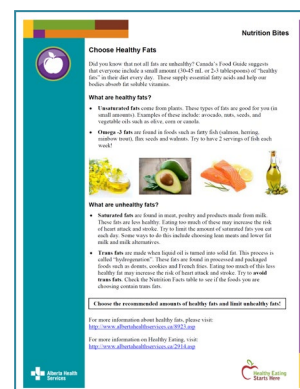
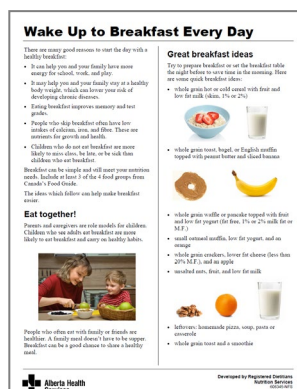
## Resources, Services and Programs to Support Personal Health Practices of Employees

This section includes local, provincial and national tools and resource links aimed to support **personal health practices**.

### Alberta Health Services (AHS)

[Steps to a Healthier You](#) helps Albertans understand what it means to eat healthy and how to make personal changes in their eating habits where they live, work, learn and play. Information and [Healthy Eating Resources](#) for individuals are found throughout the [Healthy Eating Starts Here](#) ([healthyeatingstartshere.ca](http://healthyeatingstartshere.ca)) web pages below:

- [Set Goals for Healthier Eating](#)
- [Choose and Prepare Healthy Food](#)
- [Eat More Vegetables and Fruit](#)
- [Choose Whole Grains](#)
- [Know Your Portions](#)
- [Choose Healthy Drinks](#)
- [Label Reading](#)
- [The Lowdown on Fats](#)
- [Hold the Salt](#)
- [Healthy Eating Resources](#)
- [Inspiring Recipes for Healthy Eating](#)
- [Nutrition Bites](#)



### Other AHS resources

#### [MyHealth.Alberta.ca](#)

Information and tools on healthy eating and other health topics and services available in Alberta.  
[www.myhealth.alberta.ca/health/pages/conditions.aspx?Hwid=nutri#aa158942](http://www.myhealth.alberta.ca/health/pages/conditions.aspx?Hwid=nutri#aa158942)

## **AHS nutrition related programs and services**

Nutrition counseling and nutrition related programs/classes offered in various settings all over Alberta. Most nutrition counseling services are provided by a Registered Dietitian for clients referred by a physician to help individuals follow a special diet and improve their eating pattern to manage their medical condition. Teaching is often one-to-one; however, group sessions may be available.

[www.albertahealthservices.ca/FacilitySearch/?filter=services](http://www.albertahealthservices.ca/FacilitySearch/?filter=services)

## **Alberta Healthy Living Program**

The Alberta Healthy Living Program is for those who want to feel better, speed up recovery after an illness or injury, or address other ongoing health conditions. It is designed to promote healthy living and provide easy access to helpful information.

The program has three opportunities as follows:

- Education sessions (including disease specific and general health and lifestyle topics)
- Exercise programming (supervised in either facility or home-based settings)
- [Better Choices Better Health™](#) workshops (provides self-management supports, tools and messaging)

Programs are available locally throughout the year, but may differ in each area of the province.

[www.albertahealthservices.ca/info/Page11934.aspx](http://www.albertahealthservices.ca/info/Page11934.aspx)

## **[Health Link Alberta](#)**

Health advice and information for all Albertans. Access is 24 hour, 7 day a week and support is provided by experienced registered nurses with access to other health-care professionals, including a dietitian.

Dial: 8-1-1 or go to [www.albertahealthservices.ca/info/page12630.aspx](http://www.albertahealthservices.ca/info/page12630.aspx)

## **College of Dietitians of Alberta**

### **[How I can find a Registered Dietitian?](#)**

List of Private Practice Registered Dietitians in Alberta. Registered Dietitians can provide services to workplaces including presentations, assessments and counseling. Contact your Employee Assistance Program to see if Registered Dietitian services are available.

[www.collegeofdietitians.ab.ca/Public/AboutRegisteredDietitians/HowcanIfindaRegisteredDietitian.aspx](http://www.collegeofdietitians.ab.ca/Public/AboutRegisteredDietitians/HowcanIfindaRegisteredDietitian.aspx)

## National Resources, Services and Programs

### Health Canada / Government of Canada

#### [My Food Guide](#)

Make a personal Canada's Food Guide with this interactive tool. Enter personal information such as age and sex, select various items from the four food groups and choose different types of physical activities, to create your own food guide. [www.healthycanadians.gc.ca/eating-nutrition/food-guide-aliment/my-guide-mon-guide/index-eng.php](http://www.healthycanadians.gc.ca/eating-nutrition/food-guide-aliment/my-guide-mon-guide/index-eng.php)

#### [Healthy Canadians – Healthy Eating](#)

Make healthy food choices at home, at the grocery store and when eating out with a wide range of dependable, up-to-date information and practical tips for healthy eating. Click on Canada's Food Guide and find interactive tools such as [My Food Guide](#) and the [Eat Well Plate](#). [www.healthycanadians.gc.ca/eating-nutrition/healthy-eating-saine-alimentation/index-eng.php](http://www.healthycanadians.gc.ca/eating-nutrition/healthy-eating-saine-alimentation/index-eng.php)

#### [Nutrition Labelling](#)

Learn to read nutrition labels with the interactive tools and resources on this website. <http://hc-sc.gc.ca/fn-an/label-etiquet/nutrition/index-eng.php>

### Dietitians of Canada

#### [Your Health](#)

Aims to help you plan, shop and cook. This site helps you make nutritious choices for a healthy lifestyle with access to resources, self assessment tools, as well as, recipes, shopping and cooking tips. [www.dietitians.ca/Your-Health.aspx](http://www.dietitians.ca/Your-Health.aspx)

#### [eaTracker](#)

The eaTracker tool can be used to check your food and activity choices, analyze your recipes and plan your meals. Sign up to set goals and track your progress. [www.eatracker.ca](http://www.eatracker.ca)

#### [Find a Dietitian](#)

Contact your Employee Assistance Program to see if registered dietitian services are available. private practice registered dietitians can provide services to workplaces including presentations, assessments and counseling. Search for a registered dietitian in private practice nearest you: [www.dietitians.ca/Find-A-Dietitian.aspx](http://www.dietitians.ca/Find-A-Dietitian.aspx)



# References

1. Lowe GS. Healthy Workplace Strategies: Creating Change and Achieving Results [Internet]. 2004. Available from: [http://www.cprn.org/documents/26838\\_en.pdf](http://www.cprn.org/documents/26838_en.pdf)
2. Health Canada. Workplace Health System: An Overview [Internet]. Ottawa; 2009. Available from: <http://www.mentalhealthworks.ca/employers/free-resources/workplace-health-system/overview>
3. Story M, Kaphingst KM, Robinson-O'Brien R, Glanz K. Creating Healthy Food and Eating Environments: Policy and Environmental Approaches. Annu Rev Public Health [Internet]. 2008 Jan [cited 2013 Sep 25];29(1):253–72. Available from: <http://arjournals.annualreviews.org/doi/abs/10.1146/annurev.publhealth.29.020907.090926>