

Policy



Nutrition Policy	
Applicable to: Whanganui District Health Board	Authorised by: PHC Health Promotion Manager
	Contact person: PHC Portfolio Manager, Healthy Lifestyles

1. Purpose

To support and encourage healthy eating choices.

To show a commitment to the health and well-being of employees and others visiting the Whanganui District Health Board (WDHB) site by providing an environment that makes the healthy choice the easy choice.

To provide guidelines for the sale, availability and promotion of food and beverages on WDHB premises.

To act as a role model for the community, with a commitment to the promotion and provision of healthy food choices within the WDHB premises.

2. Scope

This policy applies to all WDHB Board employees (permanent, temporary and casual), visiting medical officers, and other partners in care, contractors, consultants and volunteers.

This policy applies to any and all food and beverages supplied or sold on WDHB premises.

3. Policy

The WDHB is committed to implementing a nutrition policy:

- that raises awareness of the benefits of healthy eating (including breastfeeding).
- that enables and supports employees to make healthier eating choices in a variety of ways.
- that ensures food and beverage providers to the WDHB, abide by the policy and guidelines.
- that sugar-sweetened beverages are banned from cafeterias and vending machines and replaced with low or no sugar options (in reduced serving sizes).
- that promotes water as the preferred beverage and signage promoting water as the healthy option.
- that actively promotes and provides a healthy eating environment (including breastfeeding) for employees, patients and visitors.

The key Ministry of Health population health messages relevant to healthy eating include:

- Eat a variety of nutritious foods.
- Eat less fatty, salty, sugary food and beverages.
- Eat more vegetables and fruits.
- Aim to maintain a healthy weight throughout life.
- Promote and foster the development of environments that support healthy lifestyles.

The key principles of this policy are to:

- ensure healthy food and beverage choices are provided at all WDHB events, functions, meetings and celebrations.
- ensure vending machines on WDHB premises provide healthy choices and that signage promotes healthy choices.
- ensure contractual guidelines around provision of food and beverages on WDHB premises, between the WDHB and Spotless Services; Align with the healthy food and beverages guidelines detailed in this policy.
- ensure a baby friendly environment in WDHB premises.
- ensure management demonstrate their commitment to this policy by leading the implementation, providing encouragement and support, and minimising barriers for staff making healthy eating choices.

Exclusions:

- Staff, patients and visitors who bring food onto WDHB premises for their own consumption.

Related standards and procedures:**1) Food and beverages served at WDHB events/meetings**

- Food and beverages catered for by the WDHB must follow the National Heart Foundation Catering Guidelines, i.e. food and drinks will be prepared with minimal added fat, especially saturated fat; low in salt; have little added sugar and will be high fibre (Appendix 1).
- Catering guidelines must be provided to caterers when an outside catering company is contracted to cater for a WDHB function or event (Appendix 3).

2) Food and beverages sold at the cafeteria

- Food and beverages served in the WDHB cafeteria must follow the National Heart Foundation Catering Guidelines (Appendix 1).
- All pre-packaged snack foods for sale must meet the 'Better Vending for Health Guidelines' January 2008 criteria (Appendix 2).

3) Vending machines and snack boxes

- Snack boxes are not permitted on the WDHB site.
- Food vending machines on WDHB premises must follow the 'Better Vending for Health Guidelines' (Appendix 2).
- Beverage vending machines will not sell sugar-sweetened beverages. Artificially sweetened drinks, plain milk drinks and pure fruit juices will be provided in recommended serving sizes.
- Only healthy options will be advertised on vending machine fascias.
- Healthy options must be displayed more prominently than less healthy options.
- The number of vending machines will not increase on WDHB premises.

4) Breastfeeding

- Ensure there is a suitable area, i.e. quiet, comfortable and private, set aside for women who breastfeed their baby at work, and that this area complies with relative guidelines in the Employment Relations Act 2000.
- Ensure there are suitable areas for expressing and storing breast milk, e.g. refrigerator.
- Ensure flexible working arrangements to provide support for breastfeeding in the workplace.

5) Fundraising and sponsorship

- Fundraising activities which involve food, will reflect this policy, e.g. fundraising foods such as chocolate bars, cannot be displayed in spaces open to the public within the WDHB and can only be sold privately to staff and not promoted.
- Sponsorship of WDHB programmes and events will not be considered if the sponsor's products/services conflict with the promotion of positive nutrition messages and this policy.

4. Monitoring

- A nutrition audit will be undertaken annually as part of the staff WorkWell survey and the policy reviewed following this.
- The Public Health Centre will monitor and review the policy as and when required.
- The nutrition policy, status updates and evaluation reports will be circulated to management and be available on request through the Workplace Wellness Committee.

5. References

- *Code of Employment Practice on Infant Feeding.*
www.ers.govt.nz/parentalleave/infantfeeding/code/
- *Guide to Breastfeeding in the Workplace.*
www.ers.govt.nz/publications/breastfeeding/index.html
- *Ministry of Health. 2003. Food and Nutrition Guidelines for Healthy Adults: A Background Paper. Wellington: Ministry of Health.*
- *MOH "A Focus on Nutrition: Key findings from the 2008/09 NZ Adult Nutrition Survey"*
- *National Heart Foundation of New Zealand. 2010 Catering Events Guidelines.*
- *Waitemata District Health Board, 2008. 'Better Vending for Health Guidelines'.*

6. Related WDHB documents

- Breastfeeding Guidelines for Whanganui District health Board staff members and visitors.

7. Appendices

Appendix 1: National Heart Foundation catering guidelines

Appendix 2: Guidelines for workplace vending machines and snack boxes

Appendix 3: Catering Guidelines For Non-Contracted Caterers

8. Key words

Appendix 1: National Heart Foundation Catering Guidelines

A variety of foods will be offered to ensure that healthy choices are always available

- Offer vegetable and fruit choices at every meal or function.
- Provide bread, pasta, rice, cereals and other grain products (at least 50 percent of sandwiches should be wholemeal/wholegrain/rye bread).
- Use low-fat milk and dairy products in cooked food and always offer low-fat milk in hot drinks.
- Offer a choice of lean meat, seafood, poultry, eggs, dried peas, beans and lentils.
- Vegetarian options should always be offered (at least 25 percent of the food offered should not include meat, fish or chicken. Note that not all vegetarians eat eggs and dairy products and it is advisable to include at least one vegetarian option without eggs or dairy).
- Provide sandwiches with low-fat fillings and spreads as an option.

Prepare and offer food and beverage choices with minimal added fat, salt and sugar

- Leave items like scones, muffins and loaves without any butter or margarine. A spread may be offered on a separate dish.
- Use minimal spread on sandwiches.
- Remove all visible fat from meat and serve chicken without the skin.
- Choose low fat cooking methods such as baking, boiling, grilling, microwaving or steaming.
- Serve sauces that are low in fat and salt.
- Do not sprinkle icing sugar over fruit and baked products.
- Leave added salt out of sandwiches, salads etc, but where salt is used ensure it is iodised.
- Avoid or only have one choice of fried food or pastry. Ensure no animal fats are used when cooking or preparing vegetarian foods.
- If cheese boards are offered, include lower fat cheeses such as cottage, edam, feta, brie, camembert and light cream cheese.
- Where baked products such as muffins, cakes and biscuits are served, offer low-fat alternatives such as fruit, and low-fat muffins and cakes.
- Where snacks such as chips, dips and nibbles are served, also have vegetable and fruit platters, low-fat dips and spread, e.g. salsa, rice crackers, and bread-based foods, such as pita and other breads.
- Portion size should be moderate and super-sizing should be strongly discouraged, especially for baked products such as muffins and scones.
- Always provide water.
- Refrigerated drink display cabinets will only contain healthy drink options such as bottled water, carbonated water (no added sugar), flavoured water, artificially sweetened drinks, plain milk drinks and pure fruit juice. Milk drinks and fruit juices will be limited to a serving size of 250ml or less and artificially sweetened drinks to 355ml or less.

Appendix 2: Guidelines For Workplace Vending Machines and Snack Boxes

Vending machines and snack boxes have traditionally sold snack foods and drinks that are high in energy, fat, sugar and salt, and low in important nutrients. Offering healthier choices in vending machines and snack boxes can help improve healthy eating in the workplace. This way, when people grab a quick snack they're more likely to consume less energy (or kilojoules); small changes like this make a big difference.

Snack and drink items can be classified as 'healthier choices' and 'other choices' according to saturated fat, sodium and energy limits.

Recommendations

Healthier Choices	Energy	Saturated Fat	Sugar	Sodium
	≤800kJ per packet ^a	≤1.5g/100g ^b	≤20g/100g ^c	≤450mg/100g ^d
Excludes confectionery items e.g. lollies, marshmallows, liquorice, chocolate, carob or chewing gum.				
Other Choices	≤800kJ per packet ^a	-	-	-
Why?	Limiting energy automatically limits the total fat and sugar content of items.	Saturated fat is restricted due to its association with increased risk of heart disease.	Confectionery is excluded from 'better choices' as it has high sugar content and/or no useful nutrients.	Sodium is limited due to its association with increased blood pressure and therefore heart disease.

- For packets containing more than one serve of an item, it is the packet size (not the serving size) that must meet these guidelines.
- Meal replacement foods are exempt from the energy criteria.
- Cheese and nut-based products are exempt from the saturated fat criteria.
- Fresh or dried fruit, and plain milk products are exempt from the sugar criteria.
- Cheese and nut-based products are exempt from the sodium criteria
- Promote healthier choices by placing them at eye level in the vending machine or snack box and identifying them with signage/labels.
- Ensure the healthier choices are priced competitively or cheaper than the other food items.

Examples of 'healthier choices'

Snacks	Beverages	Meal Replacement Foods
Nuts and seeds Fruits (fresh, dried, canned) Popcorn Pretzels Low-fat crackers and cheese or salsa Yoghurt	Water Milk - plain or flavoured 100% juice/juice mixed with water Tea Herbal/fruit flavoured tea Low-fat/sugar hot chocolate	Salads with low-fat dressing (lettuce, pasta, rice or legume salad) Single serve cereal packets Tinned fish and crackers Creamed rice Sandwiches (salad, low-fat meat, low-fat cheese) Canned meals Low-fat meat slices Bran muffins Sushi Mini low-fat pizza Soup

Adapted from: 'Better Vending for Health Guidelines', January 2008. For more information refer to: http://www.arphs.govt.nz/promoting_health/downloads/BVFH%20A4%20Booklet%20-%20FINAL%20-%20110108.pdf

Appendix 3: Catering Guidelines For Non-Contracted Caterers

These guidelines have been developed for caterers, and those ordering catering, to help them best meet the needs of their customers

Offer a variety of foods to ensure the healthy choices are always available

- Base menus on a variety of breads, cereals, pasta and other grain products.
- Aim for 50 percent of the sandwiches to be made from wholemeal/wholegrain bread.
- Offer vegetable and fruit choices at every function/meal, e.g. fruit platter.
- Include vegetarian options. Depending on your group, aim for no meat, fish or chicken in up to 50 percent of the food items.

Prepare meals with minimal added fat (especially limit saturated fat, e.g. butter, hard cheese, cream) and salt

- Serve items such as muffins and loaves plain without a spread (a spread may be offered on a separate dish).
- Use minimal spread on sandwiches.
- Choose low-fat cooking methods such as baking, boiling, grilling, micro waving or steaming.
- Aim to serve only one (if any) deep-fried and/or pastry based option.
- Leave salt out of sandwiches, salads, vegetables etc.
- If cheese boards are offered, include lower fat cheeses such as feta, light cream cheese, cottage cheese, edam cheese, brie and camembert.
- Where chips, dips and nibbles are served, include other options such as bread-based products, fruit and vegetable platters, low-fat dips and spreads, rice crackers, salsa etc.

Purchase, store, prepare and serve food safely.

The premise where food is prepared must be registered by the council or have an approved food safety programme.

- Purchase ingredients from reputable suppliers.
- Don't let sick staff work with food.
- **Clean** - keep hands, utensils and working surfaces clean.
- **Cook** - cook food thoroughly (and keep hot food hot).
- **Cover** - cover food to protect from contamination.
- **Chill** - keep cold food cold until served.