



Worksite _____

Date Completed _____

Use pages 1 and 2 of this document to assess your current state. This tool can be used for brainstorming and inform your work plan. You can then reference as you implement.

Definitions to reference as you complete this assessment

- healthy foods includes fruits, vegetables, whole grain items and items with lowered levels of saturated fat, sodium and added sugars
- healthy beverages includes unsweetened water, coffee, or tea; low-fat or nonfat milk; soy milk; 4-8 ounce 100% fruit or vegetable juice
- competitively priced healthy items are offered at a lower cost than unhealthy options to encourage purchases of healthy items

Does your organization have a HEALTHY SNACK STATION? Yes No IP
A healthy snack station is a place where employees can find foods. It may be managed by employees or an outside vendor. Ideally, all items provided in the snack station are healthy choices.

- 1.1 Do all employees have convenient access to a healthy snack station? Yes No IP
- 1.2 What percent of **foods** in the healthy snack station are healthy choices? 100% 75-99% 50-74% <50%
- 1.3 What percent of the **beverages** in the healthy snack station are healthy choices? 100% 75-99% 50-74% <50%

Does your organization have ON-SITE VENDING? Yes No IP

- 2.1 What percent of vending machine **foods** are healthy choices? 100% 75-99% 50-74% <50%
- 2.2 What percent of vending machine **beverages** are healthy choices? 100% 75-99% 50-74% <50%
- 2.3 Are healthy **foods** in vending competitively priced to encourage selection of healthy foods? Yes No IP
- 2.4 Are healthy **beverages** in vending competitively priced to encourage selection of healthy foods? Yes No IP
- 2.5 Is nutrition information consistently provided across all foods? Yes No IP
- 2.6 Are healthy foods consistently identified with a sign or sticker? Yes No IP

Does your organization have an on-site CAFETERIA? Yes No IP

- 3.1 Are three or more **fruits** (no added sugar) offered daily? Yes No IP

3.2	Are three or more non-fried vegetables offered daily?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> IP
3.3	Is a healthy entrée special offered daily? If YES, check here <input type="checkbox"/> if offered at a competitive price.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> IP
3.4	Are healthy beverages offered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> IP
3.5	Are healthy foods and beverages competitively priced to encourage selection of healthy products?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> IP
3.6	Is nutrition information consistently provided across all foods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> IP

Please describe OTHER VENUE(S) where healthy foods and/or beverages are offered within your organization, and describe the sales strategy at this venue(s)

Identify all FOOD STORAGE and FOOD PREPARATION FACILITIES available to employees.

Refrigerator	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> IP
Sink	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> IP
Microwave	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> IP
Other _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> IP

Are any of the following supported at your organization? Check all that apply.

- On-site farmer's market
- Community Support Agriculture (CSA) drop site
- Community/worksite/donation garden

Does your organization have a WRITTEN POLICY or GUIDELINE regarding healthy food and beverages provided in snack stations, vending machines, cafeteria, and at work meetings, and/or a comprehensive healthy foods policy that addresses the entire work environment? Yes No IP

- 7.1 Identify the key approaches included in the policy/guideline. *Check all that apply.*
- Foods and beverages served at meetings and events will be only healthy choices.
 - Foods and beverages served at meetings and events will always include healthy choices.
 - Snack stations contain only healthy foods and beverages.
 - Vending maintains a minimum percentage of healthy foods and beverages (for example, at least 50% of all vending will be healthy choices).
 - Healthy foods and beverages are priced at a lower cost to encourage purchases of healthy items.
 - Products are labeled to identify and encourage healthy selections.
 - A healthy entrée is offered daily (may or may not be at a reduced cost).
 - Implementation or healthy catering booklet that guides managers/staff when ordering healthy foods for meetings and events. Guide should include training for managers.
 - Other (please specify) _____

7.2 Is the healthy eating policy or guideline supported consistently across the organization? Yes No IP

Please provide additional comments about your organization's initiatives to support employees in eating healthfully: