

# PROCEDURE FOR IMPLEMENTATION OF HEALTHY EATING AT MONASH UNIVERSITY

August 2016

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## 1. PURPOSE

The purpose of this procedure is to promote the health of Monash staff, students, contractors and visitors by creating a supportive environment for healthy food choices through increased availability of healthy food and drinks and decreased availability of unhealthy food and drinks, via retail food outlets, vending and official catering practices and organisational fundraising.

## 2. SCOPE

This Procedure applies to staff, students, visitors and contractors at Monash University Australian campuses.

## 3. DEFINITIONS

The definitions relevant to this Procedure are as follows:

### NUTRITIONAL CLASSIFICATION

The classification of foods and drinks are based on the Department of Health's *Healthy choices: food and drink classification guide* as follows:

#### Green – Best choices

- Good sources of important nutrients
- Lower in saturated fat and/or added sugar and/or salt
- Lower in energy (kilojoules)
- Higher in fibre

#### Amber – Choose carefully

- Can contain moderate amount of added sugar, added salt and/or saturated fat
- Can contribute to excess energy (kilojoule) intake

#### Red – Limit

- High in energy (kilojoules)
- Lack in important nutrients such as fibre
- High in added fats, saturated fat and/or added sugar and/or added salt

For further information regarding the 'green', 'amber' and 'red' classifications, refer to [Healthy Choices Guidelines](#)

## 4. SPECIFIC RESPONSIBILITIES

All staff, students, visitors and contractors have a shared responsibility to support the Healthy Eating at Monash Procedure:

### 4.1 OHS HEALTH AND WELLBEING TEAM WORK TOGETHER WITH RETAIL OUTLETS TO:

- Label foods and catering menu's and drinks according to 'green', 'amber' or 'red' classifications
- Support recipe and menu adjustments to improve nutritional values
- Ensure signage is clearly displayed in food outlets and in menus explaining the meaning of the classifications
- Promote healthy food availability improvements achieved by retail food outlets to relevant stakeholders including employees, students and visitors
- Ensure drinking water is freely available on campus.

Actively promote that external fundraising confectionary and food items (other than staff personal fundraising) are not accepted on Monash premises.

#### **4.2 MANAGERS**

- Ensure that all staff, students, visitors and contractors are made aware of the Procedure
- Provide opportunities for staff and students to develop healthy eating knowledge and skills
- Ensure external fundraising confectionary and food items ( other than staff personal fundraising) are not accepted on Monash premises
- Demonstrate leadership in promoting healthy food and drinks available to staff, students and visitors.
- Provide supportive leadership and participation to create a healthy eating culture at Monash University

#### **4.3 STAFF**

- Be aware of the Healthy Eating Procedure
- Observe the Procedure while on work-related duties
- Maintain a workplace culture that is supportive of healthy eating
- Be aware that external fundraising confectionary and food items ( other than staff personal fundraising) are not accepted on Monash premises
- Provide caterers and food suppliers with a copy of the Procedure

### **5. HEALTHY EATING IMPLEMENTATION PROCEDURE**

#### **5.1 BY JUNE 2017, MONASH UNIVERSITY WILL:**

1. Promote to employees the benefits of taking meal breaks away from their workstation
2. Work together with retail outlets to:
  - label foods and catering menus and drinks according to 'green', 'amber' or 'red' classifications
  - Support recipe and menu adjustments to improve nutritional values
  - Ensure signage is clearly displayed in food outlets and in menus explaining the meaning of the classifications
  - Promote healthy food availability improvements achieved by retail food outlets to relevant stakeholders including employees, students and visitors
3. Ensure catering (that is funded by Monash or other public sources whether through operating budgets or sponsorship arrangements) for all staff meetings and functions consists of a minimum of 50% green category food items and no more than 20% of red category food items. This applies to all key staff events (eg Welcome to Monash, Staff Development Programs and Training)
4. Ensure fried food is not served prior to 12pm for any staff catered meetings, function and events.

5. Ensure drinking water is freely available on campus and at staff meetings, events and functions
6. Ensure healthy eating information is provided in staff tea rooms and kitchens together with resources and opportunities in staff communications and on webpages to increase knowledge and skills for healthy eating
7. Through its senior management provide supportive leadership and participation to create a healthy eating culture at Monash University
8. Ensure external fundraising confectionary and food items (other than staff personal fundraising) is not accepted on Monash premises.

#### **5.2 BY JUNE 2018, MONASH WILL ENSURE:**

1. Red category food or drinks are not to be supplied for catered staff meetings, functions and events.
2. Less than 20% of vending machine items are from the RED category and any RED items are clearly labelled

## **6. TOOLS**

The following tools are associated with this procedure:

[Healthy catering brochure](#)

## **7. REFERENCES**

### **7.1 GENERAL**

- Commonwealth Department of Health and Ageing, 1998, Australian Guide to Healthy Eating, Canberra.
- National Health and Medical Research Council, 2003, 'Dietary Guidelines for Australian Adults', Commonwealth of Australia
- National Health and Medical Research Council, no date, 'Food for Health: Australian Dietary Guidelines', Retrieved April 7, 2010 from [http://www.nhmrc.gov.au/\\_files\\_nhmrc/file/publications/synopses/n32.pdf](http://www.nhmrc.gov.au/_files_nhmrc/file/publications/synopses/n32.pdf)
- National Heart Foundation, 2008, 'A Healthier Serve: The Heart Foundation's Guide to healthier catering', <http://www.heartfoundation.org.au/sites/HealthyEating/preparingfoodforothers/Pages/default.aspx>
- Victorian Government Health Information, 'Healthy Choices: food and drink guidelines' Healthy together Victoria.

### **7.2 OHS DOCUMENTS**

[Wellbeing policy](#)

## 8. DOCUMENT HISTORY

Version number	Date of issue	Changes made to document
1	August, 2015	Procedure for implementation of healthy eating At Monash University, v 1
1.1	August, 2016	1. Changed due dates in sections 5.1 and 5.2 to reflect delay in implementation