

Follow the simple steps in this checklist to help you get started with making healthy changes in your food outlet.

You can plan completion dates for each change (which can be incorporated into an action plan) and experience the satisfaction of marking off changes as you finish them. Remember, changes don't need to happen all at once. You may wish to make simple changes first, and plan for more complex changes in the future.

Action	Suggested strategies	Date for completion	Complete
Provide staff and food/drink suppliers with training about the Healthy Choices guidelines	<ul style="list-style-type: none"> Allocate time for staff to complete training and watch videos about increasing healthy options and promoting these as the best choices Include training modules and videos in staff induction procedures 		<input type="checkbox"/> <input type="checkbox"/>
Reduce sugary drinks (e.g. soft drinks)	<ul style="list-style-type: none"> Stock a variety of healthier drinks* Reduce the number of soft drink flavours available. (e.g. do not re-order flavours that don't sell well) Reduce the rows of sugary drinks in fridges Place sugary drinks on the least visible rows 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reduce confectionery (e.g. chocolate and lollies)	<ul style="list-style-type: none"> Stock a variety of healthier snacks** Reduce the types and flavours of confectionery available (e.g. do not re-order stock that doesn't sell well) Reduce the amount of confectionery placed on shelves (e.g. only display one box of chocolate bars instead of multiple boxes) Place confectionery in locations which are not prominent or highly visible 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ensure healthy options are available, promoted and displayed	<ul style="list-style-type: none"> Promote GREEN foods and drinks in meal deals and specials, instead of RED items. Offer GREEN foods and drinks during all trading hours Place GREEN and AMBER foods and drinks at eye level or in the most prominent position in fridges, cabinets and counter displays Avoid upsizing or upselling RED foods and drinks to customers (e.g. two-for-one deals) Avoid free refills of sugar sweetened drinks Work towards reducing promotional materials featuring RED foods and drinks, or brands that are strongly associated with RED foods or drinks. 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Check if vending machines are available on site	If vending machines are available, ensure healthy choices are provided. Visit Healthy vending ideas for tips to get started.		<input type="checkbox"/>

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Additional actions for outlets which make foods or drinks on site Speak with your supplier and/or chef to help you make the following changes. It is a good idea to start with the simple changes which have little impact on cost.			
Use reduced fat options	Use reduced fat varieties of milk, cheese, yoghurt, cream, mayonnaise, salad dressings, coconut milk and coconut cream		<input type="checkbox"/>
Include more fruits and vegetables	Try to include fruit or vegetables in all meals and snacks		<input type="checkbox"/>
Use lean meat	<ul style="list-style-type: none"> ● Trim visible fat and use lean cuts ● Drain fat from meat after cooking ● Minimise or avoid using processed meat (e.g. salami) 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Avoid adding salt to cooking	Substitute added salt with other flavours such as herbs and spices		<input type="checkbox"/>
Avoid deep frying	Instead of deep frying use healthier cooking methods such as oven baking, grilling, steaming and barbecuing		<input type="checkbox"/>

*Healthier drinks examples include: plain still or sparkling water, 100% fruit or vegetable juice (250ml bottles), plain, reduced fat milk, flavoured milk (in small sizes) and artificially sweetened drinks

**Healthier snacks examples include: diced fruit tubs (in natural juice), unsalted, plain nuts, nut and dried fruit mixes, reduced fat yoghurt, reduced fat cheese and crackers, plain popcorn or lightly salted popcorn, fresh fruit salad, pieces of whole fruit, small muesli bars, sugar free mints or chewing gum

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