

POLICY

NUTRITION & PHYSICAL ACTIVITY

Applicable to: **MidCentral District Health Board**

Issued by: **Public Health Service**

Contact: **Manager Public Health Service**

1. PURPOSE

MidCentral District Health Board (MDHB) seeks to improve the health and well-being of the workforce, patients and visitors through making the healthy choice the easy choice.

MidCentral District Health Board undertakes action to:

- Develop an environment supportive of healthy eating choices and regular participation in physical activity.
- Encourage sustainable population and personal behaviour changes to make healthy choices around diet and physical activity

2. SCOPE

All MidCentral District Health Board employees and people accessing MidCentral District Health Board's premises.

Exclusion: Staff, patients and visitors who bring food (or drink) to MDHB premises for their own consumption but **not** for sale or regular supply of others.

3. ROLES & RESPONSIBILITIES

Implementing the policy includes the following:

- Commercial Support Services will use the attached practical advice as service specifications when tendering for catering services, including vending machine installation.
- Commercial Support Services will consider the food safety, physical activity and breastfeeding aspects of the policy when assessing new premises, and where possible, be receptive to implementing the physical activity policy in existing facilities.
- Commercial Support Services will ensure that all food (including catered functions) provided for staff, visitors and patients, adheres to the attached guidelines.
- All staff responsible for ordering catering will provide a copy of the attached practical advice to off-site caterers.
- Public Health Services will offer training to Executive Assistants and Personal Assistants.
- Funding Division will negotiate an agreed Nutrition and Physical Activity policy and implementation plan with funded health providers.

4. POLICY

The key objectives of this policy are to:

- recognise that Nutrition & Physical Activity has a vital role in not only the health and wellbeing of people but also in the prevention and treatment of disease;
- ensure healthy food choices are available to staff, patients and visitors in all MDHB premises and that all MDHB hosted functions meet the Food and Nutrition Guidelines;
- ensure that MDHB is a responsible host when serving alcohol;
- meet food safety requirements under New Zealand food legislation;
- provide opportunities for physical activity;
- respect cultural and religious beliefs;
- ensure a breastfeeding friendly environment in MDHB premises, wherever possible;
- ensure that funded health providers have a nutrition and physical activity workplace policy in place and
- model what it would be desirable to see in other organisations and settings.

These will be achieved by adherence to the material in the appendices.

5. MEASUREMENT CRITERIA

Monitoring and evaluation

All contracted catering companies are responsible for following the policy when providing food for MDHB meetings and functions. Any comments on in-house non-compliance with the policy will be discussed with the catering company by the Commercial Support Services Manager. Public Health Services will offer specialist advice as requested and will review the policy in 2016 following the implementation of the Food Act 2014 regulations..

Regular audit of food –Appendix 1,2,3 carried out by Public health in conjunction with Spotless catering manager.

Evaluation of physical activity - Appendix 4

Evaluation of Breastfeeding policy –Appendix 5

6. DEFINITION

Sugar Sweetened Beverage: a beverage where sugar has been added before the product is sold.

7. REFERENCES

Ministry of Health. 2000. New Zealand Health Strategy. Wellington: Ministry of Health.

Ministry of Health. 2002. National Strategic Plan of Action for Breastfeeding 2008–2012. Wellington: Ministry of Health.

Ministry of Health. 2003. Food and Nutrition Guidelines for Healthy Adults: A Background Paper. Wellington: Ministry of Health.

Ministry of Health. 1996. Guidelines for Producing Safe Food. Wellington: Ministry of Health.

Ministry of Health, 2003. Healthy Eating – Healthy Action, Oranga Kai Oranga Pūmau. A Strategic Framework. Wellington: Ministry of Health.

New Zealand Medical Association. Tackling Obesity. NZMA, 2014.

Mark L. Niebylski, Tammy Lu, Norm R. C. Campbell,, Joanne Arcand, Alyssa Schermel, Diane Hua, Karen E. Yeates, Sheldon W. Tobe, Patrick A. Twohig, Mary R. L'Abbé and Peter P. Liu. Healthy Food Procurement Policies and Their Impact. 2014, International Journal of Environmental Research and Public Health, pp. 2608-2627.

A Pan, VS Malik, T Hao, WC Willett, D Mozaffarian and FB Hu. Changes in water and beverage intake and long-term weight. : International Journal of Obesity (2013) , 2013, Vols. 37, 1378–1385.

8. RELATED MDHB DOCUMENTS

MDHB-3126 Breastfeeding [Policy]
MDHB HRC5 Code of Conduct

9. FURTHER INFORMATION / ASSISTANCE

2005 *Baby Friendly Hospital Initiative, Document5 for Aotearoa. New Zealand. Breastfeeding Authority BFHI Document. NZ*

2014 *Serving Alcohol safely at Workplace Events. Health Promotion Agency. Wellington, New Zealand.*

10. APPENDICES

[Appendix 1](#) Practical Advice
[Appendix 2](#) Serving Healthy Food
[Appendix 3](#) Food Safety
[Appendix 4](#) Physical activity
[Appendix 5](#) Breastfeeding

11. KEYWORDS

Breastfeeding
Catering
Food
Food choices
Health
Nutrition
Physical Activity
Practical advice
Sugar Sweetened Beverage
Workplace Health

APPENDIX 1 PRACTICAL ADVICE

Food served at the MDHB and for MDHB events

Offer a variety of food and beverages to ensure that healthy choices are always available

- Offer vegetable and fruit choices at every function or meal.
- Ensure that portion sizes are moderate and that-slices are no more than 70gms and muffins no more than 80gm
- Provide bread, cereals, pasta, rice and other grain products. Aim for 60 percent of the sandwiches to be wholemeal or wholegrain alternatives.
- Use low fat milk and dairy products in cooked food and always offer low fat milk with hot drinks.
- Offer a choice of lean meat, seafood, poultry, eggs, dried peas, beans and lentils.
- Make 25–50 percent of sandwiches or savoury dishes vegetarian. If hot dishes containing meat are offered then a suitable hot vegetarian option should also be provided. Note that not all vegetarians eat eggs and dairy products.
- Provide sandwiches with low fat fillings and spreads as an option.
- Provide foods that are safe for pregnant women and those with low immunity.
- Clear labelling important for identification of different options e.g. vegetarian
- When necessary, cater for any known special diet needs e.g. vegan, gluten-free

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.
- Oven bake chips and wedges
- 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 food.
- If cheese boards are offered, include lower-fat cheeses such as cottage cheese, 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 spreads e.g. salsa, rice crackers, and bread based foods, such as pita and other breads.
- **Do not sell/offer sugar sweetened beverages. Provide fruit/vegetable juices in serving sizes that are smaller or equal to 250 ml. At catered events fruit/vegetable juice may be provided in jugs with glasses that are no more than 250 ml in size.**
- Always provide water.
- Vending machines should include at least 50 percent healthy options and no **sugar sweetened beverages. Only fruit/vegetable juices in serving sizes that are smaller or equal to 250 ml** are permitted.

APPENDIX 2 SERVING HEALTHY FOOD

The following criteria should be considered in making the healthy choice the easy choice:

- Display or present the healthy choice foods so that customers come to them first.
- Identify healthy food choices to raise awareness.
- Have self-selection for healthy food choices only (e.g. salad bar).
- Have the healthy food choice at eye level where display cabinets/ fridges have high and low shelving.
- Have salt shakers in a central location rather than on individual tables.
- When serving hot dishes, encourage staff to suggest the healthy option first.

Serving drinks

When serving alcoholic drinks ensure that:

- water is always available
- fruit juice, low-energy and low-alcohol drinks e.g. low alcohol/cal/sodium beer are served. At catered events fruit/vegetable juice may be provided in jugs.
- there is adequate and appropriate food including low salt portions.

When catering for non-alcoholic events, fruit/vegetable juice may be provided in jugs with glasses that are no more than 250 ml in size

Other important factors

- Food provided should be appropriate to the cultural and/or religious beliefs of guests.
- Those with special dietary needs should be considered and given the opportunity to request suitable food options.
- When entertaining international guests include some New Zealand food and drinks such as:
 - New Zealand fruit (in season) e.g., kiwifruit, tamarillos, feijoas, apples
 - mussels, other seafood, lean beef and lamb, venison
 - New Zealand cheeses – include some low-fat varieties
 - kumara, pumpkin, watercress and other salad vegetables
 - New Zealand drinks.

New Zealand Food and Nutrition Guidelines

- Maintain a healthy body weight by eating well and undertaking daily physical activity
- Eat well by including a variety of nutritious foods from each of the four major food groups each day:
 - Eat plenty of vegetables and fruit
 - Eat plenty of breads and cereals, preferably wholegrain
 - Have milk and milk products in your diet, preferably reduced or low fat options
 - Include lean meat, poultry, seafood, eggs or alternatives
- Prepare foods or choose pre-prepared foods, drinks and snacks with minimal added fat, (especially saturated fat); that is low in salt, (if using salt, choose iodised salt); with little added sugar, (limit your intake of high sugar foods)
- Drink plenty of liquids each day especially water
- If choosing to drink alcohol, limit your intake
- Purchase, prepare, cook and store food to ensure food safety

New Zealand Heart Foundation and Public Health nutrition label recommendations

- choose products with less than 10g fat per 100g
- choose products with less than 10g sugar per 100g
- choose products with less than 400mg sodium per 100g
- choose products (breakfast cereals, rice, pasta and bread) with greater than 6g fibre per 100g

APPENDIX 3 FOOD SAFETY

It is important that food served at the MDHB is safe to eat and complies with current food legislation. The premises where food is prepared must be registered by the local council or have an approved Food Safety Programme. MDHB encourages all food suppliers or contractors to have or be developing an approved food safety programme based on the principles of the Hazard Analysis Critical Control Point (HACCP). Personnel working with food should be knowledgeable about safe food handling practices and have approved training in food safety, with regular updating of skills.

- Purchase ingredients from reputable suppliers.
- Don't allow staff with food-borne illnesses, sores, or open cuts to work with food.
- Ensure working surfaces, utensils and hands are clean.
- Cook food thoroughly and ensure hot food is kept hot.
- Reheating instructions should be provided by caterers.
- When serving finger foods ensure tongs are available and there are serviettes.
- Cover food to protect it from contamination, including when it is stored in the refrigerator.
- Ensure that raw and cooked meats are stored separately, with cooked above raw, in the refrigerator. Wash hands between dealing with raw and cooked meat. Ensure preparation areas are thoroughly washed and different chopping boards are used for raw and cooked meats.
- Ensure there are adequate hand-washing facilities.
- Chill food that is served cold until it is ready to be served.
- Staff handling money should not handle food items unless hand washing and drying occurs in between.

APPENDIX 4 PHYSICAL ACTIVITY

Encourage all MDHB staff, including contractors and temporary staff, and visitors to the MDHB, to be active in as many ways as possible during their working day, and to reduce the time spent being inactive.

- Ensure that stairwells are clearly labelled, well lit and clean and that staff and visitors who are willing and able to take the stairs have the opportunity to do so. For example, put signs by lifts indicating where the stairwells are, and clearly label what floor reception is for visitors taking the stairs. A sign such as 'there are health benefits from taking the stairs' has been shown to be effective.
- Encourage staff to walk to meetings in nearby buildings rather than taking a car, if appropriate.
- Provide off-street secure covered bicycle parking for staff and visitors. Work towards providing accessible shower and change facilities for the number of staff in the building, and provide secure areas where gear can be stored e.g. lockers, hangers. Work towards ensuring that change facilities are accessible to those with disabilities.
- Support and encourage staff participation in events that encourage staff to be more active such as; in-house sports teams, Bike Wise week and workplace health programmes.
- Facilitate the development of employee groups to encourage and promote physical activity to all staff (e.g. Bicycle User Groups, Walking Groups, Yoga etc).
- Encourage the development of a Workplace Travel Plan to increase people walking and cycling to work in collaboration with regional councils.
- Consider providing opportunities for physical activities in-house or nearby (can be on a user pays basis) to promote improved flexibility, balance, agility, stress relief, and physical activity.
- Try not to schedule meetings over the lunch period (12–2 pm) to enable staff to have a break and an opportunity to be active.
- If hosting an all-day meeting, encourage attendees to have activity breaks every couple of hours (five minutes to stretch legs, walk to the toilet etc).

APPENDIX 5 BREASTFEEDING

- Ensure there is a suitable area (i.e. quiet, comfortable and private) set aside for women who breastfeed their baby at work. Note that toilet facilities are not a suitable area for breastfeeding.
- Ensure there are suitable areas for expressing and storing breast milk (e.g. refrigerator).
- When choosing new accommodation for MDHB facilities there is adequate and suitable space to allow for breastfeeding.