



Government Walking the Talk

Audit Tool

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Background

The Healthy Eating Healthy Action (HEHA) framework identifies the workplace as a key place to promote and foster environments that support healthy lifestyles. Employers can provide opportunities for improved nutrition and increased physical activity. This can be achieved by creating an environment that allows employees to:

- Eat a variety of nutritious food
- Reduce the intake of fatty, salty, and sugary food
- Eat more vegetables and fruits
- Fully breastfeed infants for at least six months
- Be active every day for at least 30 minutes as part of everyday activities
- Add some vigorous exercise for extra benefit and fitness
- Aim to maintain a healthy weight throughout life

This audit tool has been developed to assist employers to meet these objectives.

Government Walking the Talk is part of Mission-On, a cross government initiative promoting healthy lifestyles to young New Zealanders. The state sector employs many young New Zealanders, as well as the parents of young New Zealanders. The Government Walking the Talk initiative encourages the state sector to lead by example when it comes to healthy eating and regular physical activity.

The Purpose of the Audit Tool

This physical activity and nutrition audit tool is an observational tool which is used to gather detailed information about worksite policies and practices. It allows employers to assess the environment in and around each worksite and evaluate how it may influence the health behaviour of their employees.

The audit tool is designed to provide an effective and practical way to:

- Identify existing policy and/or practice that may negatively or positively affect employee physical activity and nutrition behaviour
- Identify any gaps in relation to the promotion of healthy physical activity and nutritional behaviours by employees
- Provide a measure of how well the workplace environment supports healthy lifestyles
- Accurately identify areas where management intervention can be targeted
- Establish benchmarks for re-measurement following intervention

The process of completing the audit tool provides an opportunity to understand what is defined as best practice in ensuring the workplace environment supports healthy lifestyles.

Ideally the audit tool will be used to inform the development of a workplace specific employee health and well-being strategy and/or intervention.

Using the Audit Tool

Ensure the right person leads the audit process.

In order to achieve improved employee health outcomes, active support and leadership needs to be demonstrated at a management level. A senior member of the Human Resources team is best suited to oversee the audit. Where possible, the same representative at each worksite should complete the entire audit, but should seek assistance from Health and Safety or Facilities representatives when specific on-site knowledge is required.

Ensure an appropriate amount of time is allocated to the audit.

The time taken to complete the audit will depend on the size of the organisation. In small worksites, the audit may take less than an hour but where there are multiple or large sites, the audit will take longer.

The audit needs to be conducted regularly and the findings reviewed on an on-going basis, e.g. an annual basis.

The Scoring System

A simple scoring system is used to score each section of the audit. Each item is scored with a '+1' or '0'. Items coded as '+1' represent optimal physical activity and nutrition policies and practices. Once the relevant box has been ticked for each item, add the ticked boxes together to obtain a final score for each section.

If an item is not applicable (N/A) do not add it into the total score for that section. Not applicable items should only be ticked if there is no reason to have the item in place (e.g., questions about elevators/stairwells would be ticked N/A if the worksite was single-storied).

Once a final score for each section has been obtained the scores may be converted to a percentage.

The score achieved provides an indication of how that area of the worksite (e.g., cafeteria) currently rates. A high score indicates optimal physical activity and nutrition policies and practices are in place.

Each item is worded so the 'best practice' outcome is indicated in the statement. The first question in Section 1 (Organisational Policies, Values and Guiding Principles) uses a likert scale (strongly agree to strongly disagree). This allows for the assessor to report on the effectiveness of the policy or operational guideline within the organisation.

Comparing audit scores across time points is useful to assess worksite changes.

Identifying Priority Areas

At the end of each section, a list of priorities can be identified based on the findings. These should be realistic and attainable for each worksite.

The priority areas are important because they provide a key opportunity to identify the environmental barriers to improved nutrition and increased physical activity within your organisation. Small changes can make a big difference to the overall health of your workplace.

Glossary

Several terms of reference are used throughout the audit tool. Definitions of these terms are listed below.

TERM OF REFERENCE	DEFINITION
Adequate	This term is context specific and the definition of 'adequate' will change depending on the facility examined and the number of employees at the worksite. Specific examples are provided, where relevant, to clarify what is meant by 'adequate'.
Cafeteria	Eatery at the worksite where food/drink is available for purchase. Cafeterias can either be run by the worksite or contracted to external food providers.
Easily accessible	Employees are able to travel to the destination in a short period of time, e.g. less than 10 minutes with minimal discomfort, e.g. not getting too sweaty or having to change clothes/shoes.
Environment surrounding the worksite	Immediate physical setting external to the worksite that can be easily accessed by employees. Please see above for definition of 'easily accessible'.
Externally provided food service	Organisation that is contracted by the worksite to provide food/drink to employees either during the working day or at work-related events, e.g. catering.
Food/drink preparation area	Allocated area/room at the worksite for employees to prepare food and take meal breaks.
Guiding principles	The broader overarching philosophies that guide an organisation.
Healthy drink	Water and low or reduced fat milk is best.
Healthy food	<p>Any foods that are rich sources of nutrients, including vitamins and minerals, and contain low levels of saturated fat and/or salt and/or added sugar. Foods from the four food groups; vegetables and fruit; breads, cereals, rice, pasta and noodles; milk and milk products including yoghurt and cheese; lean meat, fish, poultry, eggs, dried peas, beans and lentils.</p> <p>Examples include: vegetables, fruit, wholegrain breads, sushi, wraps, filled rolls, pita pockets containing salad ingredients, low fat and skinless cuts of meat and poultry, foods with minimal sauce/spreads, sauces that are low fat/sugar/salt, some cereals, e.g. Weetbix, porridge, bran flakes, plain eggs, bean and salad-based meals, nuts (in small amounts), wholegrain crackers, low or reduced fat cheese.</p>

TERM OF REFERENCE	DEFINITION
High saturated fat and/or salt (sodium) and/or sugar food and drink	<p>Foods that are high in saturated fat and/or salt and/or added sugar can be low in vitamins and minerals and provide limited nutritional value. Foods high in saturated fat and/or added sugar can also contribute to excessive intakes of energy (calories or kilojoules).</p> <p><i>High saturated fat</i> examples include: deep fried or battered food, e.g. fried fish, chicken, meat and meat dishes made with visible fat and skin, e.g. streaky bacon, chicken skin, patties made with fatty mince, pastry-based pies, sausage rolls and pastries, hot chips and chips/crisps, meals coated with mayonnaise or high fat dressings (creamy/cheese based), croissants, slices, chocolate muffins, cakes, chocolate, biscuits, food containing cream/sour cream, butter, ice-cream, and buttered scones, standard (blue top) milk and milk drinks, smoothies made with standard milk, ice-cream and cream.</p> <p><i>High salt</i> examples include chips/crisps, commercial soups, and preserved meats, e.g. sausages, salami, and ham.</p> <p><i>High added sugar</i> examples include: lollies and confectionery, chocolate, roll-ups, biscuits, some muesli bars, hot chocolate, fruit juice (e.g. G-force), non-diet soft drinks (e.g. Coke), cordial (e.g. Raro), and sports drinks (e.g. Powerade).</p>
Organisation	(Usually) The larger entity the worksite is governed by.
Physical activity	For the purpose of this audit, physical activity is regarded as purposeful physical movement that provides health benefits, e.g. cycling to work, walking between sites for meetings, taking the stairs, playing sports, going to the gym. Health benefits can be gained from ten minute physical activity sessions. The physical activity guidelines recommend adults engage in at least 30 minutes of moderate intensity activity on five or more days a week; 5-18 year olds engage in at least 60 minutes of moderate to vigorous intensity each day.
Policy	Current written course of action that governs organisational procedures, practices, and guiding principles.
Practice	The methods, procedures, and processes currently used in the worksite.
Priority area	A potential strategy identified from the findings that may be suitable for implementing as part of a worksite intervention.
Priced competitively	The term refers to a similar or cheaper cost of an item when compared to the cost of another item that could be bought instead. A snack example would be an apple versus a muesli bar.

TERM OF REFERENCE	DEFINITION
Regular	Frequency of sessions that is both appropriate and feasible for the number of employees at the worksite. This term is context specific and the definition of 'regular' will change depending on the facility examined and the number of employees at the worksite. Specific examples are provided, where relevant, to clarify what is meant by 'regular'.
Section	Segment of the worksite that is addressed in the audit (e.g. organisational policies, practices, and guiding principles, cafeteria, and stairwells and elevators).
Snack box	Unattended box of food where items are available for purchase.
Vending machine	Automated machine where food/drink is available for purchase.
Worksite	A group of buildings on one site, a single building, or part of a building that is part of the organisation and includes common indoor and outdoor spaces.

SECTION 1:

Organisational policies, values and operating guidelines

A policy in this context is regarded as a written guideline that governs practice within the worksite. This section also refers to less formalised organisational principles, values, and/or operating guidelines of the organisation.

ORGANISATIONAL POLICIES, VALUES AND GUIDING PRINCIPLES			
General	Yes	No	N/A
A policy or guiding principle exists promoting overall employee health and wellbeing. (If yes, please complete these general questions. If no, proceed to the physical activity part of this section). If yes, this is currently being implemented effectively in the organisation (please circle below).			
	+1	0	
<p>Strongly Agree Agree Disagree Strongly disagree</p> <p><i>Comments</i></p>			
A policy or guiding principle exists allowing for employee participation in health and well-being initiatives. This may include: (please tick if applicable to your organisation)			
	+1	0	
health checks	<input type="checkbox"/>		
flexi-time options	<input type="checkbox"/>		
physical activity and nutrition-related seminars	<input type="checkbox"/>		
stress management	<input type="checkbox"/>		
EAP – employee assistance programmes	<input type="checkbox"/>		
enabling employees to breastfeed their babies at the worksite*	<input type="checkbox"/>		
providing child care	<input type="checkbox"/>		
induction procedures that promote physical activity and healthy food/drink options	<input type="checkbox"/>		
encouraging family/whānau participation at work-related events	<input type="checkbox"/>		
sponsoring events within the workplace or community	<input type="checkbox"/>		
cultural events within the workplace	<input type="checkbox"/>		
other initiatives (please specify)	<input type="checkbox"/>		
* Please refer to www.nzwellatwork.co.nz for guidelines on breastfeeding in the workplace.			
<i>Comments</i>			

Physical Activity	Yes	No	N/A
The organisation values, promotes and encourages employees to be physically active.			
	+1	0	
<i>Comments</i>			
The organisation has policies or guiding principles specifically promoting employee physical activity.			
(If yes, please complete these physical activity questions. If no, proceed to the food and drink part of this section).	+1	0	
<i>Comments</i>			
A policy or guiding principle exists allowing for the organisation to promote physical activity.			
This may include: <i>(please tick if applicable to your organisation)</i>	+1	0	
subsidised physical activity events at the worksite (e.g. pedometer challenges, team challenges)	<input type="checkbox"/>		
subsidised physical activity events in the community (e.g. Fun runs, Bike Wise)	<input type="checkbox"/>		
subsidised gym/fitness/community centre memberships	<input type="checkbox"/>		
subsidised sporting equipment purchases	<input type="checkbox"/>		
encouraging employees to participate in physical activity during working hours, e.g. taking the stairs instead of the elevator, walk and talk/ active meetings	<input type="checkbox"/>		
providing incentives for employees to participate in physical activity during their lunch breaks, e.g. extra time allowance for changing	<input type="checkbox"/>		
providing incentives for employees who walk/cycle/use public transport to travel to/from work, e.g. extra ten minutes allowance for changing, can leave work ten minutes early, flexi-time options	<input type="checkbox"/>		
opportunities for employees with disabilities or cultural requirements to participate in work-related physical activity events	<input type="checkbox"/>		
<i>Comments</i>			

Other physical activity policies, guiding principles or operational guidelines exist (If yes, please specify):			
1.			
2.			
Food and Drink	Yes	No	N/A
The organisation values, promotes and encourages employees to eat healthy food and drink.			
	+1	0	
<i>Comments</i>			
The organisation has policies or guiding principles specifically promoting healthy nutrition practices in the worksite.			
(If yes, please complete these food and drink questions. If no, proceed to the scoring part of this section).	+1	0	
<i>Comments</i>			
A policy or guiding principle exists allowing the organisation to promote healthy nutrition practices.			
This may include: <i>(please tick if applicable for your organisation)</i>	+1	0	
employees with diverse dietary requirements (e.g. coeliac, vegetarian, halal) to be appropriately catered for	<input type="checkbox"/>		
safe and hygienic preparation of food/drink at the worksite	<input type="checkbox"/>		
drinking water, tea and coffee provision for employees (including providing de-cafeinated options)	<input type="checkbox"/>		
fundraising in the worksite that discourages the use of unhealthy food/drink as primary fundraising sources	<input type="checkbox"/>		
encouraging healthy food/drink options in vending machines in the worksite	<input type="checkbox"/>		
promoting employees to take meal breaks away from their desk or usual work space	<input type="checkbox"/>		
internally/externally contracted food services (e.g. catering) to provide healthy food/drink options at work-related meetings and events	<input type="checkbox"/>		
<i>Comments</i>			

Other nutrition policies, guiding principles or operational guidelines exist (If yes, please specify):
1.
2.

ORGANISATIONAL POLICIES, VALUES AND OPERATING GUIDELINES SCORE	/	%
Priority areas for organisational policies, values and operating guidelines:		
1.		
2.		
3.		
4.		

SECTION 2: Worksite environment

This section is focused on what actually occurs at the worksite, rather than governing policies.

WORKSITE ENVIRONMENT			
General	Yes	No	N/A
'Health and well-being' information and links are regularly sent electronically to employees or posted on a bulletin board by the worksite management. This may also include information in an in-house magazine or email distribution. 'Regular' infers that health and well-being information is distributed at least four times per year.			
	+1	0	
<i>Optional comment</i>			
A bulletin board where physical activity and nutrition information is available for employees to place related events and information. This may also include an in-house magazine or email distribution.			
	+1	0	
<i>Optional comment</i>			
Weight loss/healthy weight meetings are held at the worksite (e.g. Weight Watchers).			
	+1	0	
<i>Optional comment</i>			
The organisation subsidises employee membership for weight loss/healthy weight programmes (e.g. Weight Watchers).			
	+1	0	
<i>Optional comment</i>			
Physical activity/nutrition equipment and advice can be purchased by employees as part of their individual/professional development plan, e.g. pedometers, dietitian consultation.			
	+1	0	
<i>Optional comment</i>			

General	Yes	No	N/A
Physical activity/nutrition seminars/events/programmes for employees are supported by the organisation during working hours.			
	+1	0	
<i>Optional comment</i>			
Physical activity/nutrition seminars/events/programmes for employees are supported by the organisation outside working hours.			
	+1	0	
<i>Optional comment</i>			
Physical Activity	Yes	No	N/A
Gym/fitness facilities and equipment are available in the worksite for employee use.			
	+1	0	
<i>Optional comment</i>			
Adequate showering and changing room facilities are available in the worksite for employee use. Adequate infers there are a sufficient number of shower and changing facilities available at the worksite to meet current employee demands.			
	+1	0	
<i>Optional comment</i>			
Adequate equipment storage areas are available in the worksite for employee use, e.g. storage for bicycles, lockers to store running equipment. Adequate infers the equipment storage areas at the worksite are sufficient to meet current employee demands.			
	+1	0	
<i>Optional comment</i>			
Organisation subsidises and/or negotiates a group discount for employee gym/fitness centre membership, participation in physical activity events, e.g. fun runs, such as Round the Bays, and/or employee attendance at community physical activity programmes.			
	+1	0	
<i>Optional comment</i>			

Physical Activity	Yes	No	N/A
Organisation subsidises physical activity events at the worksite, e.g. pedometer challenges or team challenges.			
	+1	0	
<i>Optional comment</i>			
Organisation subsidises employee sports teams.			
	+1	0	
<i>Optional comment</i>			
'Walk and talk' or active meetings are promoted.			
	+1	0	
<i>Optional comment</i>			
Employee walking/running groups facilitated by the organisation occur before/after work, or during lunch breaks.			
	+1	0	
<i>Optional comment</i>			
Employee teams participate in local sports leagues.			
	+1	0	
<i>Optional comment</i>			
Family/whānau are invited to participate in work-related physical activity/sporting events.			
	+1	0	
<i>Optional comment</i>			

Food and Drink	Yes	No	N/A
Fresh fruit is available for employees to purchase at the worksite.			
	+1	0	
<i>Optional comment</i>			
Tap water and/or water coolers/filtered water is provided to employees free of charge at the worksite.			
	+1	0	
<i>Optional comment</i>			
Family/whānau are invited to participate in work-related nutrition events, e.g. workshops and seminars for learning to read nutrition tables, healthier cooking practices.			
	+1	0	
<i>Optional comment</i>			
Breastfeeding	Yes	No	N/A
Breastfeeding facilities are provided at the worksite, e.g. private room, comfortable chair, lockable door, change table, fridge for the storage of expressed breast milk, wash basin.			
	+1	0	
<i>Optional comment</i>			

WORKSITE ENVIRONMENT SCORE	/	%
Priority areas for worksite environment:		
1.		
2.		
3.		
4.		

SECTION 3: Food and drink preparation area(s)

There may be several food and drink preparation areas present at the worksite (e.g. staffrooms or kitchenettes). This section focuses on the general quality of these areas. Complete this section once only, summarising all staffrooms and/or kitchenettes at the worksite.

FOOD AND DRINK PREPARATION AREA(S)			
General	Yes	No	N/A
Food and drink preparation area(s) is available in the worksite.			
(If yes, please complete these general questions. If no, proceed to the physical activity part below).	+1	0	
<i>Optional comment</i>			
Adequate number of tables and chairs for employees are provided in the food and drink preparation area(s). Adequate infers that there are a sufficient number of tables and chairs available for all employees who use the area(s) to be able to sit comfortably.			
	+1	0	
<i>Optional comment</i>			
Physical Activity	Yes	No	N/A
A television and/or other technology, e.g. computers, game consoles are present in the food and drink preparation area(s).			
	0	+1	
<i>Optional comment</i>			
Nutrition	Yes	No	N/A
A low fat milk option, e.g. light blue, trim (green and light green top), Calci-trim (yellow top) milk is provided in the food and drink preparation area(s).			
	+1	0	
<i>Optional comment</i>			
Adequate space is available in the food and drink preparation area(s) for safe and hygienic food preparation. Adequate infers that the space available in the food and drink preparation area(s) is of sufficient size for all employees who use the area(s).			
	+1	0	
<i>Optional comment</i>			

Nutrition	Yes	No	N/A
Cutlery and crockery are available for employee use in the food and drink preparation area(s).			
	+1	0	
<i>Optional comment</i>			
A microwave/oven is available for employee use in the food and drink preparation area(s).			
	+1	0	
<i>Optional comment</i>			
A refrigerator is available for employee use in the food and drink preparation area(s).			
	+1	0	
<i>Optional comment</i>			
A toaster (or similar) is available for employee use in the food and drink preparation area(s).			
	+1	0	
<i>Optional comment</i>			
Salt is available in the food and drink preparation area(s).			
	0	+1	
<i>Optional comment</i>			
Posters/signs are present in the food and drink preparation area(s) promoting healthy practices, e.g. food safety, Healthy Eating Healthy Action messages.			
	+1	0	
<i>Optional comment</i>			

FOOD AND DRINK PREPARATION AREA(S) SCORE	/	%
Priority areas for food and drink preparation area(s):		
1.		
2.		
3.		
4.		

SECTION 4: Cafeteria(s)

Please complete a 'cafeteria(s)' form for each different cafeteria present at the worksite.

CAFETERIA(S)			
General	Yes	No	N/A
A cafeteria is available in the worksite. (If yes, please complete the cafeteria practices section for each cafeteria present. If no, proceed to the Vending machines and snack boxes section).			
<i>Optional comment</i>			
<i>Cafeteria location:</i>			
Physical Activity	Yes	No	N/A
A television and/or other technology (e.g. computers, game consoles) are present in the cafeteria.			
	0	+1	
<i>Optional comment</i>			
Food and Drink	Yes	No	N/A
Healthy food/drink options are always available.			
	+1	0	
<i>Optional comment</i>			
Healthy food/drink options are priced competitively with other food/drink options available in the cafeteria.			
	+1	0	
<i>Optional comment</i>			
Healthy food/drink options are priced competitively with other food/drink options available in the cafeteria because they are subsidised by the organisation.			
	+1	0	
<i>Optional comment</i>			

Food and Drink	Yes	No	N/A
A low fat milk option, e.g. light blue, trim (green top) and super trim (light green), Calci-trim (yellow top) milk, is provided in the cafeteria.			
	+1	0	
<i>Optional comment</i>			
Fresh fruit and vegetables are available for purchase from the cafeteria.			
	+1	0	
<i>Optional comment</i>			
'Pick the tick' (or similar) healthy options are labelled on food/drinks items on sale in the cafeteria.			
	+1	0	
<i>Optional comment</i>			
Sandwiches/rolls using bread made from whole grains, e.g. wholemeal, wholegrain, multigrain, are available for purchase from the cafeteria.			
	+1	0	
<i>Optional comment</i>			
Margarine/butter is used on sandwiches/rolls available for purchase from the cafeteria.			
	0	+1	
<i>Optional comment</i>			
High fat food/drink options are available for purchase from the cafeteria.			
	0	+1	
<i>Optional comment</i>			
A deep fryer is present in the cafeteria.			
	0	+1	
<i>Optional comment</i>			

Food and Drink	Yes	No	N/A
(If yes) Mono- or poly-unsaturated fat is used for cooking food in the deep fryer and the oil is changed regularly. Regular infers that the oil is changed at least once a week.			
	+1	0	
<i>Optional comment</i>			
High sugar food/drink options are available for purchase from the cafeteria.			
	0	+1	
<i>Optional comment</i>			
High salt (sodium) food/drink options are available for purchase from the cafeteria.			
	0	+1	
<i>Optional comment</i>			
Salt is not available on cafeteria tables.			
	+1	0	
<i>Optional comment</i>			
Practices in the cafeteria encourage the selection of low fat/sugar/salt food/drink options, e.g. trim milk is always provided unless standard milk is requested.			
	+1	0	
<i>Optional comment</i>			
Practices in the cafeteria encourage the selection of fruits and vegetables, e.g. salads and sandwiches for purchase are clearly visible and accessible to employees and pie warmers are located behind the counter.			
	+1	0	
<i>Optional comment</i>			
Employees can purchase healthy breakfast options from the cafeteria.			
	+1	0	
<i>Optional comment</i>			

Food and Drink	Yes	No	N/A
Adequate cafeteria space is available for safe and hygienic food preparation. Adequate infers that the space available for food preparation in the cafeteria is of sufficient size to meet employee demands.			
	+1	0	
<i>Optional comment</i>			

CAFETERIA(S) SCORE	/	%
Priority areas for cafeteria(s):		
1.		
2.		
3.		
4.		

SECTION 5: Vending machines and snack boxes

There may be several vending machines and snack boxes present at the worksite. This section focuses on the general quality of these. Complete this section once only, summarising all vending machine and snack boxes.

The person completing the vending machine audit should contact the vending machine supplier to view the food/drink items as the vending machine is being restocked, or get the machine opened by the supplier when the assessor is completing the audit.

VENDING MACHINES AND SNACK BOXES			
General	Yes	No	N/A
Vending machines/snack boxes are present in the worksite. (If yes, please complete this section. If no, proceed to the Externally provided food contractors).			
<i>Optional comment</i>			
Total number of vending machines present in the worksite:			
Total number of snack boxes present in the worksite:			
Food and Drink	Yes	No	N/A
Healthy food/drink options are always available for purchase from the vending machines/snack boxes.			
	+1	0	
<i>Optional comment</i>			
Healthy food/drink options available for purchase from vending machines/snack boxes are priced competitively with other less healthy items for sale in the vending machines/ snack boxes.			
	+1	0	
<i>Optional comment</i>			
Vending machines/snack boxes stock high fat/sugar/salt food/drink options.			
	0	+1	
<i>Optional comment</i>			

Food and Drink	Yes	No	N/A
All vending machines which stock drink offer low calorie/ diet options, e.g. water, Diet Coke, Sprite Zero, low fat milk.			
	+1	0	
<i>Optional comment</i>			
Low fat milk options, e.g. light blue, trim (green top), Calci- trim (yellow top) milk, are available for hot drinks purchased from the vending machines.			
	+1	0	
<i>Optional comment</i>			
Vending machines/snack boxes stock food/drink with 'Pick the tick' (or similar) healthy options labelled.			
	+1	0	
<i>Optional comment</i>			
Signs are present by the vending machines/snack boxes encouraging selection of healthier food/drink options.			
	+1	0	
<i>Optional comment</i>			

VENDING MACHINES AND SNACK BOXES SCORE	/	%
Priority areas for vending machines and snack boxes:		
1.		
2.		

SECTION 6: Externally provided food contractors

An externally provided food service is contracted by the worksite to provide food/drinks to employees either during the working day or at work-related events (e.g. catering service). This section does not encompass externally run cafeterias at the worksite.

A menu of the food/drink options provided to the worksite by each contractor should be examined to assist with completing this section.

There may be several different food services contracted to the worksite. This part of the audit focuses on the general quality of these services. Complete this section once only, summarising the general quality of all externally provided food services contracted to the worksite.

EXTERNALLY-PROVIDED FOOD CONTRACTOR PRACTICES			
General	Yes	No	N/A
The worksite currently has an externally provided food service. (If yes, please complete this section. If no, proceed to the Elevators and stairwells section).			
<i>Optional comment</i>			
Number of food contractors to the worksite:			
Food and Drink	Yes	No	N/A
Low fat food/drink options are selected from the worksite food service provider.			
	+1	0	
<i>Optional comment</i>			
Low salt (sodium) food/drink options are selected from the worksite food service provider.			
	+1	0	
<i>Optional comment</i>			
Low sugar food/drink options are selected from the worksite food service provider.			
	+1	0	
<i>Optional comment</i>			

Food and Drink	Yes	No	N/A
Healthy food/drink options are always provided by catering services at work-related meetings and events during working hours.			
	+1	0	
<i>Optional comment</i>			
Healthy food/drink options are always provided by catering services at work-related functions outside of working hours.			
	+1	0	
<i>Optional comment</i>			
Healthy food/drink options are priced competitively from the worksite food service provider.			
	+1	0	
<i>Optional comment</i>			

EXTERNALLY PROVIDED FOOD CONTRACTORS SCORE	/	%
Priority areas for externally provided food contractors:		
1.		
2.		

SECTION 7: Elevators and stairwells

There may be several elevators and stairwells within the worksite. This part of the audit focuses on the general quality of these structures and this section only needs to be completed once to summarise the general quality of all elevators and stairwells within the worksite.

ELEVATORS AND STAIRWELLS			
General	Yes	No	N/A
The worksite is multi-storied. (If yes, please complete this section. If no, proceed to the Environment surrounding the worksite section).			
<i>Optional comment</i>			
Number of elevators at the worksite:			
Number of stairwells at the worksite:			
Physical Activity	Yes	No	N/A
Elevator (or elevator sign) is visible from main employee entrance.			
	0	+1	
<i>Optional comment</i>			
Elevator is restricted to swipe card access.			
	+1	0	
<i>Optional comment</i>			
Signs/posters are present at elevator encouraging stair use.			
	+1	0	
<i>Optional comment</i>			
Able to see stairwell entry (or stairwell sign) from main employee entrance.			
	+1	0	
<i>Optional comment</i>			

Physical Activity	Yes	No	N/A
Signs/posters are present outside stairwell entry promoting stair use.			
	+1	0	
<i>Optional comment</i>			
Stairwell is restricted to swipe card/key pad access.			
	0	+1	
<i>Optional comment</i>			
Stairwell doors are unlocked on the majority of floors.			
	+1	0	
<i>Optional comment</i>			
Stairwell doors are marked 'stairs' (i.e. not just exit).			
	+1	0	
<i>Optional comment</i>			
Staircase is enclosed within a stairwell.			
	0	+1	
<i>Optional comment</i>			
Stairwells are well lit.			
	+1	0	
<i>Optional comment</i>			
Stairwells are safe (e.g. have hand rails, stairs are not steep).			
	+1	0	
<i>Optional comment</i>			

Physical Activity	Yes	No	N/A
Smoking is not allowed in the stairwell or in front of the stairwell entry.			
	+1	0	
<i>Optional comment</i>			
Stairwell is painted/decorated and generally well maintained.			
	+1	0	
<i>Optional comment</i>			
Floor number and offices at each level are labelled inside the stairwell.			
	+1	0	
<i>Optional comment</i>			

ELEVATORS AND STAIRWELLS SCORE	/	%
Priority areas for elevators and stairwells:		
1.		
2.		

SECTION 8: Environment surrounding the worksite

1. The purpose of this section is to identify awareness of potential physical activity and nutrition opportunities outside of the worksite, rather than attempting to change the local worksite environment.
2. When completing this section, please walk around the perimeter of the worksite as well as along street networks for 'easily accessible' distances.

ENVIRONMENT SURROUNDING THE WORKSITE			
Physical Activity	Yes	No	N/A
A fitness facility is easily accessible from the worksite.			
	+1	0	
<i>Optional comment</i>			
Footpaths around the worksite are suitable for walking/running on, e.g. no permanent obstacles, continuous paths, well maintained seal.			
	+1	0	
<i>Optional comment</i>			
An open space/park is easily accessible from the worksite.			
	+1	0	
<i>Optional comment</i>			
Marked cycle lanes are on the roads around the worksite.			
	+1	0	
<i>Optional comment</i>			
There are safe places for pedestrians to enter the worksite from the street.			
	+1	0	
<i>Optional comment</i>			

Physical Activity	Yes	No	N/A
Public transport stops are easily accessible to the worksite.			
	+1	0	
<i>Optional comment</i>			
Nutrition	Yes	No	N/A
Shops serving healthy food/drink options are easily accessible from the worksite.			
	+1	0	
<i>Optional comment</i>			

ENVIRONMENT SURROUNDING THE WORKSITE SCORE	/	%
Priority areas for environment surrounding the worksite:		
1.		
2.		

SECTION 9: Travel provision

Car parks in this section refer to ones located in worksite grounds.

TRAVEL PROVISION			
Physical Activity	Yes	No	N/A
Car parking is available at the worksite for employees free of charge.			
	0	+1	
<i>Optional comment</i>			
Car parking is available at the worksite for a fee, which is paid by employees.			
	+1	0	
<i>Optional comment</i>			
Car parks are reserved at the worksite for senior management.			
	0	+1	
<i>Optional comment</i>			
Car parks are available for visitors and people with disabilities.			
	+1	0	
<i>Optional comment</i>			
Company cars/bicycles are based at the worksite for employees to access during the day.			
	+1	0	
<i>Optional comment</i>			
Company cars are provided by the organisation to employees for long-term use.			
	0	+1	
<i>Optional comment</i>			

Physical Activity	Yes	No	N/A
Employees are encouraged to walk for short duration travel throughout the day rather than take a taxi.			
	+1	0	
<i>Optional comment</i>			
Public transport timetables are provided in the worksite.			
	+1	0	
<i>Optional comment</i>			
Public transport subsidies are offered to employees by the organisation.			
	+1	0	
<i>Optional comment</i>			
Flexi-time options for employees can be matched with public transport availability.			
	+1	0	
<i>Optional comment</i>			
There are adequate numbers of secure bicycle racks available at the worksite for employee use. Adequate infers there are a sufficient number of bicycle racks available at the worksite to meet current employee demands.			
	+1	0	
<i>Optional comment</i>			

TRAVEL PROVISION SCORE	/	%
Priority areas for travel provision:		
1.		
2.		
3.		
4.		

SECTION 10: Worksite demographics

The purpose of this section is to identify specific populations within the worksite. This may assist with developing interventions that are appropriate for the worksite culture.

WORKSITE DEMOGRAPHICS		
General	Number	Percent
Employees in the organisation		N/A
Employees in the worksite		
FTE employees in the worksite		
Employees engaged in part time work in the organisation		
Employees in worksite engaged in shift work		
Employees in worksite with internet access		
<p>For most employees in the worksite, occupational sitting time during working hours is (please circle relevant answer):</p> <p style="text-align: center;">LOW (<2.5 hours/day)</p> <p style="text-align: center;">MEDIUM (2.5–6.0 hours/day)</p> <p style="text-align: center;">HIGH (<6.0 hours/day)</p>		
<p>Average number of days absent per annum per employee in the worksite:</p>		
<p>Average staff turnover in the worksite:</p>		
<p>Number of employees in the worksite that have a disability or handicap that is long term (i.e., lasting more than six months):</p>		

Worksite gender distribution	Number	Percent
Male		
Female		
Worksite ethnicity distribution (Employees can identify with more than one ethnicity)	Number	Percent
Pakeha/NZ European		
Maori		
Samoan		
Cook Island Maori		
Tongan		
Niuean		
Other Pacific		
Chinese		
Indian		
Other Asian		
Other European		
Other		
Worksite age distribution	Number	Percent
15-19 years		
20-24 years		
25-29 years		
30-34 years		
35-39 years		
40-44 years		
45-49 years		
50-54 years		
55-59 years		
60-64 years		
65 years or greater		



Notes

