

National guide for healthy meal provisioning in the workplace







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A long and healthy life for all South Africans

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ACKNOWLEDGEMENT



The prevalence of obesity is increasing at an alarming rate and it is imperative that all sectors, both in government and private sector work together to create an enabling environment for healthy lifestyles. Efforts are made to address obesity in the entire population but it should be noted that most employed individuals often find it difficult to lead healthy lifestyles and should be supported.

Workplace catering or meal provisioning has the potential to contribute much more positively to individual's health. Given that many more workplaces are implementing employee wellness programmes; it is befitting that a guide be developed to guide caterers, procurement managers and other stakeholders involved in food provisioning in the workplace. Consistency of healthy eating messages and provision of healthy meals in the workplace are important to promote health and wellbeing in the workplace and to support employees to make healthy food choices.

It is disheartening to see that the type of food products, meals and beverages provided in the workplace are often fatty, over seasoned with salt (e.g. potato crisps) and sweetened (e.g. sugar sweetened beverages and chocolates) and served in large portions. This cannot remain acceptable when we are losing lives daily as a result of non-communicable diseases in South Africa. Caterers that provide meals to any workplace should be willing and committed to adopting healthy meal preparation methods, reduce fat, salt and sugar in the meals and beverages.

The document was accomplished under the strategic leadership and oversight of Lynn Moeng-Mahlangu. My sincere gratitude goes to Pontsho Sepoloane and Maletsema Mahonko of the Directorate: Nutrition whose dedication and commitment led to the finalisation of the guide.

I would like to express my appreciation to all who contributed to the development of the guide. The collective contribution of officials in the directorates: nutrition, health promotion, food control, communication and employee wellness is also noted with great appreciation. Gratitude also goes to the Heart and Stroke Foundation for providing photos of meals and nutritional analysis.

The Department of Health is committed to making a change to meals provided in the workplace. I therefore call upon all employers to strive to create conducive environments and ensure availability and accessibility to healthy food and beverages in the workplace.

MS M P MATSOSO
DIRECTOR-GENERAL: HEALTH
DATE: 23/2/2016

ACRONYMS

BMI	Body Mass Index
DPAS	The Global Strategy on Diet, Physical Activity and Health
ECD	Early Childhood Development
kJ	Kilojoules
NCDs	Non-Communicable Diseases
OHS	Occupational Health and Safety
SANHANES	South African National Health and Nutrition Examination Survey
WHO	World Health Organization
HSFSA	Heart and Stroke Foundation of South Africa

SECTION 1: INTRODUCTION

1.1 Background

It is well recognised that the food environment, defined as the physical, economic and socio-cultural surroundings, opportunities and conditions; influence people's food and beverage choices and can either support or hinder efforts to healthy eating thus impacting on their nutritional status. Unhealthy food environments which people are continuously exposed to, influence the widespread availability and access to cheap, energy-dense and nutrient-poor foods.

It is therefore important that the food environment in the workplaces encourage employees to make healthy food choices thereby enhancing their health and wellbeing, protecting the environment and reducing inequalities. Previously, workplaces were more concerned with removing environmental safety hazards in the workplace, while the onus has been on employees to be responsible for maintaining a healthy diet. It is a clear that there is a need to help employees adopt healthy lifestyles including healthy eating habits/practices given that many workplaces are now adopting and implementing health and wellbeing policies and programmes.

1.2 Benefits to the employer and employee

The WHO's Global Plan of Action on Worker's Health 2008-2017 states that health promotion and prevention of noncommunicable diseases (NCDs) should be supported in the workplace, in particular by advocating healthy diet and physical activity among workers as well as promoting mental health at work[1].

Investing in workplace health promotion programmes, results in health and economic gains for both the employer and employee alike. These include enhanced worker productivity, improved workplace morale and workplace culture, reduced absenteeism, improved corporate image, improved staff retention, reduced work-related injuries, and reduced medical costs. Employees who have the benefit of optimal health are more likely to be at work and perform well[2].

1.3 Legal and strategic frameworks

The following legislative and strategic frameworks are subscribed to:

1.3.1 Legislation

- The Occupational Health and Safety Amendment Act, 1993 (Act no. 181 of 1993); which imposes a general duty on employers to provide a reasonably safe and healthy working environment;
- Regulations governing general hygiene requirements for food premises and the transport of food as published under the Foodstuffs, Cosmetic and Disinfectant Act, 1972 (Act no. 54 of 1972), provide quality standards for food premises and for transportation of food to comply with;
- Public Service Regulations impose a general duty on employers to provide a reasonably safe and healthy working environment.

1.3.2 Strategic Frameworks

The document is aligned to:

- The Strategy for the Prevention and Control of Obesity in South Africa, 2015-2020; provides guidance on the implementation of healthy lifestyle interventions to address obesity, healthy eating and physical activity in the South African population[3];
- The National Health Promotion Policy and Strategy, 2015-2019[4];
- The Strategic Plan for the Prevention and Control of Non-Communicable Diseases, 2013-2017[5];
- Sport and Recreation South Africa Strategic Plan, 2012 – 2016[6];
- SOLVE: Integrating Health Promotion into Workplace Occupational Health and Safety Policies (Training package), 2012[7];
- The WHO Plan of Action on Workers Health, 2008-2017; emphasise the need to protect and promote health and safety at work by preventing and controlling of hazards in the work environment and by promoting health and the work capacity of working people[8];
- The Employee Health and Wellness Strategic Framework for the Public Service,

1.4 Rationale

Employees obtain their meals by either bringing meals from home, purchasing at work-site cafeterias/canteens, eating during meetings, buying from vending machines and off-site food vendors. The guide therefore aims to provide guidance on healthy meal provisioning in the workplace in order to encourage availability and accessibility of healthy food and beverages.

1.5 Scope of the guide

- it serves as guide in selecting foods and beverages for various workplace events, meetings, conferences, workshops, outdoor/off-site events
- it highlights the standard criteria for quality to be met for foods and beverages purchased, provided, or sold at these events
- it gives examples of menu options that can be provided
- it gives the requirements for food safety and hygiene and their application to ensure food that is safe and suitable for consumption
- it also covers standards and requirements for food transportation, food premises and responsibilities of food handlers and persons in charge of food premises

The guide does not cover provisioning of food and beverages for Early Childhood Development (ECD) centers within the workplace. The provisioning of foods in an ECD centre within the workplace will be addressed in the guidelines for child care facilities in the public sector. The guide also does not apply to foods and beverages brought from home for special occasions, for example, birthday parties.

1.6 Target users

This guide is for all staff particularly those responsible for planning, purchasing and preparing food and beverages for workplace functions and meetings, to assist them to provide healthy food and beverages as it provides guidance on selecting healthy options. The guide applies to:

- caterers catering for workplace meetings and events
- caterers that make food and beverages available for purchase by staff, visitors and the general public, on workplace premises such as at a canteen or coffee shop
- vending machines and kiosks service providers.

1.7 Other stakeholders

Furthermore, there are stakeholders that are critical for the successful implementation and adherence to the guide. **Annexure A** depicts the roles and responsibilities of various stakeholders.



SECTION 2: PRINCIPLES OF HEALTHY EATING

2.1 What is healthy eating?

Healthy eating means eating a variety of foods that give you the nutrients you need to maintain your health. A healthy eating plan is the one that has three or more mixed meals each day. Most mixed meals will include an unrefined starchy food, chicken, fish, meat or eggs, legumes, dairy products, vegetables and fruit.

Key principles of healthy eating also include healthy preparation/cooking methods that uses less fat (oil) or no fat, sugar and salt. Furthermore, the amount of food that a person eats, in other words the portion of food eaten, should be adequate to meet their nutritional needs.

Individuals can achieve healthy eating by following messages on the food-based dietary guidelines (FBDGs) of South Africa, 2012[11] (also called the guidelines for healthy eating). The FBDGs serve as a tool that describes the type and amount of food to eat to support good health. **Annexure B** provides key healthy eating messages based on the FBDGs. The FBDGs promote and encourage consumption of a variety of healthy foods that are minimally processed. The foods should also be appetising and well presented to appeal to customers and be culturally acceptable. This principle should be encouraged in foods and beverages offered in the workplace.

The food guide below provides a pictorial representation of variety of foods and proportion distribution per day.

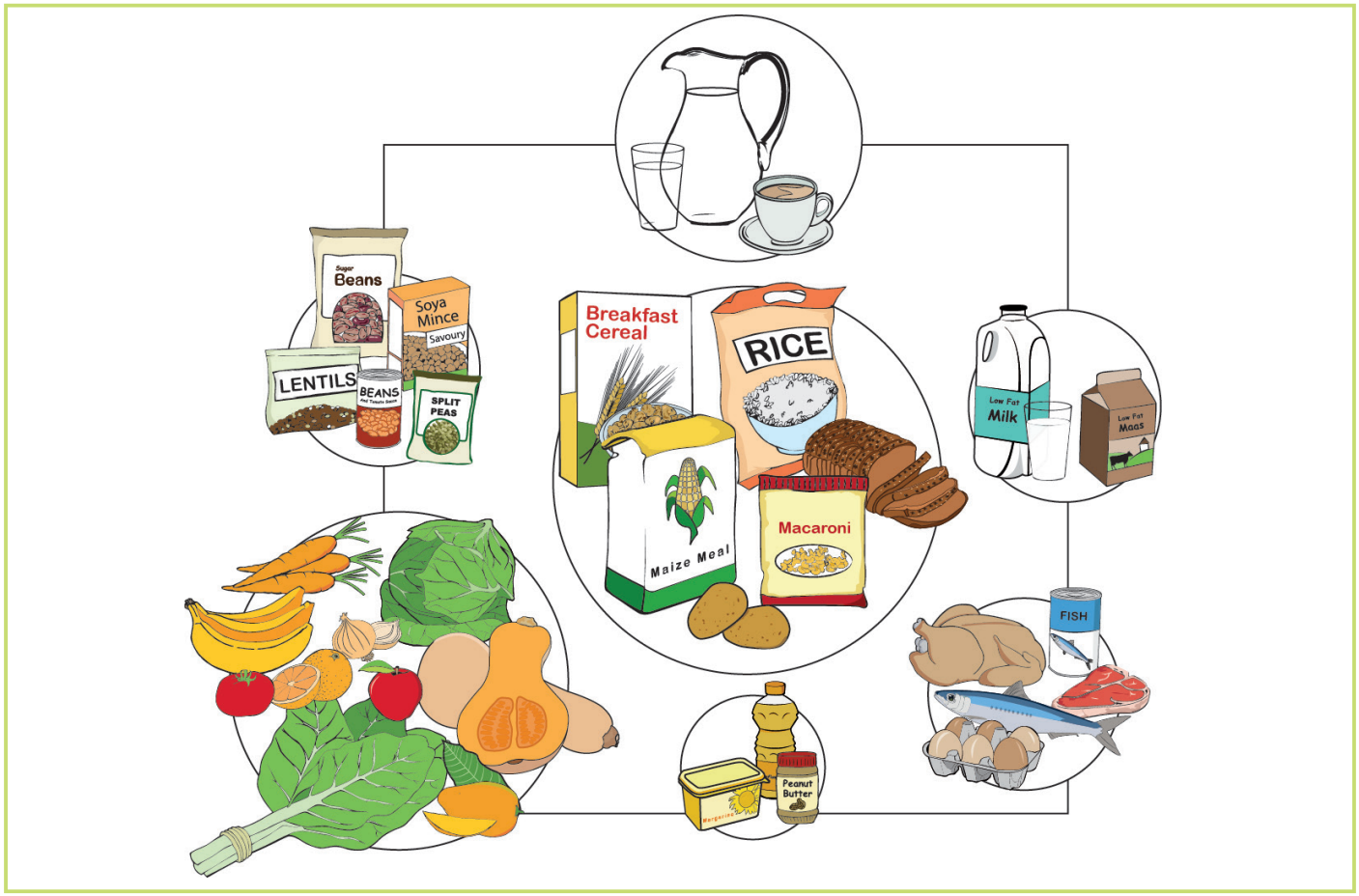


Figure 1: The Food Guide

2.2 Selecting and purchasing food

When purchasing grocery, shop wisely and do the following:

Vegetables and fruit

- ask for local and seasonal vegetables and fruit as they are usually cheaper
- choose a mix of the dark green and yellow/orange flesh vegetables to get all the micronutrients you need
- choose fresh vegetables and fruit as they offer more nutrients

Meats

- choose lean meat cuts that have less or no fat. Buying fatty meat is not value for money, you pay for fat that you have to remove or discard when cooking
- avoid purchasing processed meats like viennas or polony as they are high in fat and salt

Starchy foods

- buy mostly wholegrain starches such as whole-wheat pasta, brown/seed loafs or whole-wheat bread, whole-wheat pita and wraps, brown rice, mabela and whole corn

Dairy products

- choose low-fat or fat-free milk
- choose plain yoghurt (other low fat yoghurts are sweetened)
- choose reduced-fat, low-fat or fat-free cheeses like low-fat or fat-free cottage cheese, reduced-fat feta cheese or low-fat cheese wedges

Beverages

Beverages either have natural fruit sugar, added sugar or both; this is listed in the ingredient list. Juice, even 100%, contains natural sugar but provides few other nutrients. Juice blends that are labelled 100% juice, when prepared with water according to the instructions on the label, contain the same number of kilojoules (energy) as regular juices.

The best beverage is water, which may be flavoured with lemon and/or mint and/or fresh fruit pieces.

Other beverages that may be added as part of a meal are:
- low-fat or fat-free milk
- unsweetened or freshly squeezed fruit juice
- normal or decaffeinated coffee
- English/ceylon or herbal teas including rooibos

The following drinks are not recommended: Carbonated soft drinks, sweetened or fruit juice blends, energy and sports drinks and flavoured sweetened water.

Other items

- purchase ‘lite’ salad dressings and mayonnaise
- choose soft margarine in a tub instead of butter or hard brick margarines (these contain unhealthy fats)

2.3 Know your facts about healthy eating

There are a lot of myths about healthy eating and the table below outline facts about these common misconceptions.

Table 1: Myths and facts about healthy eating

MYTHS	FACTS
Eating healthy is expensive	It is possible to achieve healthy eating at a low cost if most of the foods are prepared at home. Home food production (e.g. food garden) saves money and can increase access to healthier options.
Starchy foods are fattening	Nutrients are found in a variety of foods including starchy foods. It is important to include unrefined starches since these provide more fibre which can make one feel full longer and assists with digestion and reduces bad cholesterol.
Brown sugar is healthier than white sugar	Brown sugar is simply white sugar that is less refined and contains the same amount of energy. Dark brown sugar has molasses, which adds a toffee flavour and moistness but has no nutritional benefits over white sugar.
Vitamin water is healthier than soft drinks	Vitamin water is not healthier than soft drinks and also contains sugar. All sugar-sweetened beverages have different sugar levels. Some vitamin water contains as much as 7 teaspoons of sugar per 500ml bottle.
Stock cubes and seasoning salts are healthier than ordinary salt	The sodium that is listed in the stock cubes, soups and seasoning salts is also unhealthy and should be taken into account when daily salt intake is considered.
Fruit juice have less energy than other soft drinks	Fruit juice contains some nutrients, but less compared to fresh fruit and contains no fiber. Some juices have added sugar, however even juice with no added sugar has fruit sugar called fructose which is high in energy. Energy in a glass of 100% juice is equivalent to nine teaspoons of sugar as compared to 10 teaspoons in other fizzy drin ks.
Eating one huge meal a day is better that eating three meals a day	Eating big meals, containing refined starchy foods lead to rapid rises and falls in blood sugar. Eating smaller and more frequent meals should stabilize blood sugar levels throughout the day and which will provide energy to productivity levels at work.

2.4 Understanding food labelling and nutrition information

Understanding food labels can help people make informed food choices that contribute to a healthy diet. The ingredient list and food label usually printed on packaged food, provide information about which ingredient/foods and nutrients are in the food. Ingredients are listed in a descending order of weight (from the item that makes most part to the one that contributes the least).

Nutritional information is provided per 100 grams or 100ml and per serving of the food. Macronutrients such as carbohydrate, fat and protein are measured in grams, whilst micronutrients (vitamins and minerals) are measured in milligrams or micrograms. The figure below shows typical information on the food label which includes the ingredient list and the nutrition information.

The example of ingridient list indicates that the food item's main three ingredients are whole wheat, sugar and salt. Energy in Kilojoules provides a measure of how much energy you get from 100g and a serving of this food. The energy in food comes from carbohydrate, fat, and protein. Remember: eating too much energy per day is linked to overweight and obesity.

INGREDIENTS: Whole wheat (gluten) (97%), sugar, salt, barley malt (gluten), vitamins (B1, B2, Niacin) and electrolytic iron.
CONTAINS ALLERGENS: WHEAT & GLUTEN.
STORE IN A COOL, DRY PLACE

TYPICAL NUTRITIONAL INFORMATION AS PER PACKED PRODUCT:

1 Serving = 2 Biscuits (approximately 40g)

Nutrients		Per 100g	Per serving	%NRV*
Energy	(KJ)	1323	529	
Protein	(g)	10.7	4.3	8
Carbohydrates	(g)	59	2.3	
of which sugars	(g)	1.8	0.7	
Total fat	(g)	1.6	0.6	
of which saturated	(g)	0.3	0.1	
of which trans	(g)	0.0	0.0	
of which monounsaturated	(g)	0.3	0.1	
of which polyunsaturated	(g)	0.9	0.4	
Cholesterol	(mg)	<1	0	
Dietary fibre**	(g)	10.7	4.3	
Total Sodium	(mg)	332	133	
Vitamin B1 (Thiamin)	(mg)	0.8	0.3	25
Vitamin B2 (Riboflavin)	(mg)	0.8	0.3	25
Niacin	(mg)	10.0	4.0	25
Iron	(mg)	11.3	4.5	25

*NRV=Nutrient reference value for individuals 4 years and older
** Method used to determine total dietary fibre: AOAC 985.29

2.5. Food preparation

Healthy eating also encompasses how food is prepared. Some cooking methods are better than others for reducing fat and enhancing the nutritional value of the food. The table below gives tips to healthy meal preparation and recommended cooking methods. **Annexure C** gives a description of the various cooking methods that could be used in food preparation.

Table 2: Tips for healthier food preparation

UNHEALTHY PRACTICE	HEALTHIER PRACTICE	DID YOU KNOW?
Cooking chicken with skin on and chicken fat	Remove the skin off the chicken. Lemon and herbs can be used to enhance the flavour. Marinade the chicken for hours or even overnight to achieve the desirable flavour BEFORE COOKING	Chicken skin is high in fat; 28 g of skin (on the chicken breast) contains: - an energy value of 795kJ12 (10% of an inactive adult woman's daily energy requirement) - a fat content of 19 g (5 level teaspoons)
Cooking red meat without trimming off the fat	Trim fat off meat before cooking or choose lean cuts.	Fat around red meat is high in saturated fat, which can raise bad cholesterol levels and increase the risk for heart disease.
Glazing, deep fat frying, adding batter and cream to vegetables	Roast, steam, simmer or stew vegetables. Add little seasoning and add or brush lightly with oil. Use herbs, lemon and low-salt spices Replace full-cream milk with low-fat milk in sauces.	1 cup of thickened low-fat milk's energy and saturated fat content is respectively 2646 kJ and 53 grams less compared to cream
Peeling vegetables and fruits that do not need peeling e.g. apples, pear, peach, potatoes, sweet potatoes, carrots, tomatoes and butternuts	Leave the skin on vegetables to reduce loss of nutrients during cooking.	The nutrient-rich part of a vegetable and fruit is often right underneath the skin. The skin of vegetables contains a considerable amount of fibre or roughage, which eases digestion and prevents constipation. It also reduces bad cholesterol thereby reducing risk of heart disease.
Soaking/boiling vegetables in water	Avoid cutting vegetables and soaking them. Rather wash vegetables in a colander or under running water just before use.	Soaking vegetables in water for more than two minutes can cause excessive leakage of nutrients.
Using salty and sweetened ready-made sauces when cooking	Make own sauces by using ingredients such as vegetables, herbs, flour and spices that do not contain salt such as paprika, curry powder and/or nutmeg.	Some ready-made sauces are high in fat, salt, sugar, preservatives and additives. E.g. 1 Small sachet of tomato sauce has 2 teaspoons of sugar.
Using white flour for baking bread or making steamed bread	Use whole-wheat flour which is rich in fibre when making dumplings or for baking	During processing, white flour is stripped off its healthy fibre, which is essential for good digestion.
Using coffee creamers instead of milk for cooking	Rather use low-fat or fat-free milk	Coffee creamers are not dairy products and are high in saturated fats which are not good for heart health.
Adding fat to starchy foods	Make starchy food tastier by adding other cooked foods such as beans and mixed vegetables.	Starchy foods provide energy. Adding any fat including cream increases the amount of energy consumed.
Using refined cereals e.g. white pasta, white rice etc	Rather use wholegrain cereals in salads or main dishes.	Wholegrain cereals are high in fibre and nutrients. Fibre eases digestion, prevents constipation and protects the body from more serious conditions like cancer of the colon and heart disease. 1 cup of plain, cooked spaghetti provides 928 kJ and 2.5g of fibre. 1 cup of cooked whole-wheat spaghetti has 730 kJ and 6.3g of fibre

2.6 Portion considerations

Eating healthy means making healthy food choices including choosing portions wisely ("choosing portions with caution"). For the purpose of this guide a portion is defined as the amount of food per food item that a person consumes in a meal.

- using smaller plates, bowls and serving utensils encourages you to dish up sensible portion sizes which can curb overeating and reduce food waste;
- avoid going for second helpings. When eating out try to order half portions or regular sizes;
- avoid dishing up heaps of food/food on top of one another on a plate. The pictures below depict a correctly portioned plate and an incorrectly portioned plate.

Correctly portioned plate	Incorrectly portioned plate
	

This energy is recommended to maintain body functions and allow for adequate nutrient intake. Also note that this intake is not for weight loss but for maintenance.

2.7 Know the amount of energy to consume

An average adult who leads a sedentary lifestyle (mostly sitting) with no form of physical activity needs to get the following from the food he/she eats:

- energy: 6500 kJ (women); 8500 kJ (men)
- carbohydrates: 183g
- protein: 73g
- total fat: 51g, which is 5.1g saturated fat
- total sugar: 25g[13] (6 level teaspoons)
- salt (sodium chloride) 5g (1 rounded teaspoon)

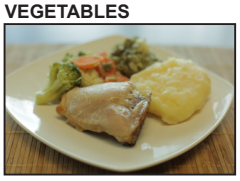
However, moderately active individuals engage in physical activity such as brisk walking, mowing lawn, cycling or cleaning need a total energy of 8500 kJ per day for women and 10500 kJ per day for men.

It should be noted that some individuals may prefer to eat three meals a day whilst some may prefer to spread meals into four small meals. Whichever preference you have, it is recommended that the total energy requirement should not be exceeded. The tables below give guidance on how to spread the energy per day if you eat three meals or four meals per day respectively

Table 3: Sample menu options for daily energy distribution: three meals a day

MEALS	BREAKFAST	LUNCH	SUPPER	TOTAL ENERGY
OPTION 1	**OATS WITH CINNAMON AND BANANA**  1½ tea cup of oats 100 ml (½) tea cup low fat milk 10 ml sugar (2 rounded teaspoons) ½ banana, sliced 1 tsp (5 ml) ground cinnamon **Energy: 1233 kJ / portion (Source: HSFSA)**	**DUMPLING, GIZZARDS AND VEGETABLES**  1 cup cooked chicken gizzards 2 slices (40g) dumpling ½ cup cooked pumpkin 1 cup steamed mixed vegetables **Energy: 2061 KJ**	**SEEDED BREAD WITH PILCHARDS**  2 slices seed bread* 1/2 Cup (2pieces) pilchards in tomato sauce 4 slices tomato Fat: just over 2 level tsp margarine/ oil **Energy: 1541 kilojoules** 1 glass of water (350ml) * seeded bread has slightly high energy but high in fibre and has a higher satiety value.	**4835 KJ**
OPTION 2	**FRUIT SALAD AND PLAIN YORGHUT**  1 cup fruit salad 100g plain low fat yoghurt **Energy: 1100KJ**	**STEAK WITH MUSHROOM SAUCE AND POTAOTOES**  100g grilled steak 2tbs mushroom sauce 1 steamed jacket potato ½ cup green beans ½ cup butternut **Energy: 2154 kJ (source: HSFSA CFTH2)**	**PASTA SALAD**  **Energy: 972 kJ(source: HSFSA CFTH2)**	**4226 KJ**
OPTION 3	**TOASTED BREAD WITH EGGS**  (2 eggs scrambled, 1 slice of whole-wheat bread, excluding milk and sugar in coffee/tea) **Energy: 1360 kJ (CFTH2)**	**LENTIL AND RICE**  Lentil and rice 1 serving spoon brown rice 1 cup lentils 1 carrot, sliced **Energy: 935 kJ(source: HSFSA CFTH2)**	**VEGETARIAN CHICKPEA SALAD**  1 bowl of chickpea salad 2 slices of seed bread **Energy: 1942kJ**	**4237 KJ**
OPTION 4	**MUESLI WITH FRUIT AND YOGHURT**  Homemade muesli with fruit 100g plain low fat yoghurt **Energy: 1356 kJ (HSFSA CFTH2)**	**SALAD SANDWICH**  Plain low fat cottage cheese mild mustard, cucumber, tomato, carrot, lettuce 2 slices whole-wheat bread **Energy: 1280 kJ (source: HSFSA CFTH2)**	**SPAGHETTI BOLOGNAISE**  **2520 kJ(source: HSFSA)**	**5156 KJ**

Table 4: Sample menu options for daily energy distribution: four meals a day

MEALS	BREAKFAST	LUNCH	SUPPER	SNACK	TOTAL ENERGY
OPTION 1	**BOILED EGG AND TOMATO SANDWICH**  2 slices seed bread 2 boiled eggs 2 tomato slices **Energy: 1273 KJ**	**DUMPLING, GIZZARDS WITH VEGETABLES**  1 cup cooked chicken gizzards 2 slices (40g) dumpling ½ cup cooked pumpkin 1 cup steamed mixed vegetables **Energy : 2061 KJ**	**BEEF STEW, RICE WITH VEGETABLES**  1 cup rice 1 serving spoon of beef stew ½ cup cooked green beans ½ cup steamed carrots **Energy: 2067 KJ**	**FRUITS**  **Energy: 732 KJ**	**6133 KJ**
OPTION 2	**MABELA WITH MILK**  1½ tea cup of mabela/oats porridge 100 ml (½) tea cup milk 10 ml Sugar (2 rounded teaspoons) **Energy: 1196 KJ**	**MEATBALLS WITH VEGETABLES**  3 meatballs Vegetables **Energy: 1588 kJ (Source: HSFSA)**	**MASHED POTATOES, CHICKEN AND VEGETABLES**  1 Cup mashed potato 1 small chicken thigh grilled (skin removed) ½ Cup steamed mixed vegetable ½ Cup cooked green beans **Energy: 2252 KJ**	**FRUIT SMOOTHIE**  **Energy: 2252 KJ**	**6036 KJ**
OPTION 3	**PANCAKE WITH FRUIT**  3 pancakes **Energy: 1040 kJ (Source: HSFSA)**	**CHICKEN BRIYANI**  **Energy: 1506 kJ (Source: HSFSA)**	**GRILLED FISH WITH BAKED POTATO AND VEGETABLES**  100g grilled fish 3 small baked potatoes ½ cup green beans 1 cup green salad **Energy: 1306 KJ**	**NUT TRAIL MIX**  **Energy: 705.6 KJ**	**5463 KJ**
OPTION 4	**BOILED EGG AND TOMATO SANDWICH**  2 boiled egg 2 slices whole wheat bread 2 slices tomato **Energy: 1273 KJ (Source: HSFSA)**	**CHICKEN AL KING WITH RICE**  120g grilled chicken 200g cottage pie 1 cup rice ½ cup spinach ½ cup beetroot **Energy: 2467 KJ**	**COTTAGE PIE WITH SWEET POTATO**  200g cottage pie **Energy: 1184 kJ**	**UNSALTED POPCORNS**  **Energy: 430 kJ**	**5354 KJ**

In both tables, the total meal intake per day has not exceeded the recommended daily intakes of 6500 kilojoules for women. In most cases, employees eat 70% of their meals during the day (breakfast, lunch and snacks) at work and 30% as supper/dinner at home. What is important for employees is to be aware of the amount of energy they are consuming at each meal.



SECTION 3: MEAL PROVISIONING IN THE WORKPLACE

3.1 Meals for meetings and events

Meetings, conferences or events can be held for the whole day or in some instances for half a day thus provision of meals will be based on the duration of the event. Depending on the duration of meeting, menus for lunch or platters can be selected. It should be noted that these menus were develop to ensure that individuals, consume the required energy.

For better portion control it is recommended that only one meat and one starch option is served per meal. Vegetarians should always be catered for.

At all times:

- only one menu option should be selected and those with special dietary preferences should be accommodated
- the vegetarian option will be accompanied with a salad but in cases where starch is not one of the main ingredient (ratatouilles, bean curries, vegetable stews), the selected starch of the day will serve as a starch accompaniment. The table below shows the recommended lunch and platter menu options for the workplace.



MENU OPTIONS:

Table 5: Red meat lunch options

	OPTION 1	OPTION2	OPTION3	OPTION 4	OPTION 5	OPTION 6
meat stews, goulash 1 serving spoon	120g lamb (chops, grilled)	120g beef stew (no bones, no vegetables)	120g braised beef	120g beef stew	120g mutton stew	120g beef goulash
sauces/gravy	brown gravy		mushroom sauce			
starch options 1serving spoon	maize pap	whole wheat dumpling	brown rice	whole wheat dumpling	lentil rice	samp
cooked vegetable 1 serving spoon	cooked spinach	steamed country vegetables	steamed baby carrots	braised green beans	pumpkin/butternut	roasted vegetable
vegetable salad 1 serving spoon	three bean salad	beetroot salad	cucumber and tomato salsa	carrot pineapple salad	green salad	broccoli salad
fruit or fruit salad	fruit or fruit salad	fruit or fruit salad	fruit or fruit salad	fruit or fruit salad	fruit or fruit salad	fruit or fruit salad
	Water	Water	Water	Water	Water	Water
Nutrition analysis	Energy(kJ): 2649 Carbs(g): 62.2 Protein(g): 33.1 Fat(g):27.3 Sodium(mg): 571 Fibre(g): 11.8	Energy(kJ): 2143 Carbs(g): 59.3 Protein(g):24.3 Fat(g):19.1 Sodium(mg): 603 Fibre(g):11.9	Energy(kJ): 2357 Carbs(g): 61.6 Pro-tein(g):26.5 Fat(g): 22.8 Sodium(mg):788 Fibre(g): 10.6	Energy(kJ): 2566 Carbs(g): 79.5 Protein(g): 2 7.6 Fat(g): 19 Sodium(mg): 380 Fibre(g): 1 3	Energy(kJ): 2334 Carbs(g):65.7 Protein(g): 32.6 Fat(g): 17.9 Sodium(mg): 765 Fibre(g): 11.4	Energy(kJ): 2571 Carbs(g): 71.9 Protein(g): 26.4 Fat(g): 22.8 Sodium(mg): 781 Fibre(g): 12.2
vegetarian 1 serving spoon	roasted vegetable tart	ratatouille with chickpeas	vegetable biryani	vegetarian cottage pie	beans curry	vegetable & bean stew

Table 6: Chicken lunch options

	OPTION 7	OPTION 8	OPTION 9	OPTION 10	OPTION 11	OPTION 12
chicken dishes stews: 100g	grilled chicken 120g	chicken stew	roast chicken 120g	mediterranean grilled chicken 120g	chicken stew (no vegetables)	chicken casserole
sauces/gravy	gravy		tomato and onion relish	sauce	none	none
starch options 1 serving spoon	cooked whole wheat pasta	brown rice	yellow rice and lentils	boiled jacket potatoes	samp	parsley baby potatoes
Cooked vegetable 1 serving spoon	Steamed baby carrots	Pumpkin/butternut	Cooked spinach	Braised green beans	Steamed country vegetables	Roasted vegetables
vegetable salad 1 serving spoon	cucumber and tomato salsa	greek salad	beetroot salad	carrot and pineapple salad	three bean salad	brocoli salad
fruit or fruit salad	fruit or fresh fruit salad	fruit or fruit fresh salad	fruit or fruit salad	fruit or fruit salad	fruit or fruit salad	fruit or fruit salad
	Water	Water	Water	Water	Water	Water
Nutrition Analysis	Energy(kJ): 2285 Carbs(g):69.9 Protein(g): 29.6 Fat(g): 16.1 Sodium(mg): 789 Fibre(g): 11.5	Energy(kJ): 2698 Carbs(g):81 Protein(g): 32 Fat(g):22 Sodium(mg): 494 Fibre(g): 10.8	Energy(kJ): 2344 Carbs(g):65.6 Protein(g): 25.1 Fat(g):18.5 Sodium(mg): 662 Fibre(g): 11.6	Energy(kJ): 2228 Carbs(g):65.9 Protein(g): 26.3 Fat(g):17.4 Sodium(mg): 670 Fibre(g): 12.8	Energy(kJ): 1997 Carbs(g):57.9 Protein(g): 22.7 Fat(g):26.1 Sodium(mg): 446 Fibre(g): 14.5	Energy(kJ): 2401 Carbs(g):63.6 Protein(g): 26.9 Fat(g):23.1 Sodium(mg): 729 Fibre(g): 12.9
vegetarian 1 serving spoon	beans curry	ratatouille with chick peas	vegetable & bean stew	roast vegetable pita bread	roasted vegetable tart	vegetable biryani

Table 7: Fish lunch options

	OPTION 13	OPTION 14	OPTION 15	OPTION 16
fish dishes 1 fillet (100g)	grilled fish	baked fish parcel	lemony steamed fish	fish casserole
sauces/gravy	tomato and onion relish	tartare sauce	tartare sauce	none
starch options 1serving spoon	parsley potatoes	wholewheat pasta	boiled jacket potatoes	brown rice
cooked vegetable 1 serving spoon	steamed carrot julienne	pumpkin/butternut	steamed baby carrots	braised green beans
vegetable salad 1 serving spoon	avocado, tomato and cucumber salad	greek salad	brocoli salad	carrot and pineapple salad(fresh)
fruit or fruit salad	fruit or fresh fruit salad	fruit or fruit fresh salad	fruit or fruit salad	fruit or fruit salad
Beverage	Water	Water	Water	Water
Nutrition Analysis	Energy(kJ): 1952 Carbs(g):58.1 Protein(g): 22.5 Fat(g): 16.4 Sodium(mg): 453 Fibre(g): 13.2	Energy(kJ): 2139 Carbs(g): 64.7 Protein(g):32.0 Fat(g): 15.8 Sodium(mg):720 Fibre(g):12.8	Energy(kJ): 2289 Carbs(g): 60.6 Protein(g): 31.7 Fat(g): 19.8 Sodium(mg):544 Fibre(g):13.6	Energy(kJ): 1979 Carbs(g):52.5 Protein(g): 26.5 Fat(g):18.1 Sodium(mg): 458 Fibre(g): 11.9
vegetarian 1 serving spoon	beans curry	ratatouille with chick peas	vegetable & bean stew	roast vegetable tart

Table 8: Platter options

PLATTER OPTIONS	OPTION1	OPTION 2	OPTION 3	OPTION 4	OPTION 5
Tea/coffee: regular, decaffeinated, herbal	Tea/coffee Low fat milk Sugar (2 Tsp or 10g sachet per person)	Tea/coffee Low fat milk Sugar (2 Tsp or 10g Sachet per person)	Tea/coffee Low fat milk Sugar (2 Tsp or 10g sachet per person)	Tea/coffee Low fat milk Sugar (2 Tsp or 10g sachet per person)	Tea/coffee Low fat milk Sugar (2 Tsp or 10g Sachet per person)
Platters	Chicken wings/mini skewers/drumstick Vegetable sticks (Celery, carrot, cucumber, peppers) Cocktail/cherry tomatoes	Meatballs/mini skewers Vegetable sticks (Celery, carrot, cucumber, peppers) Cocktail/cherry tomatoes	Scones (Plain/ bran/vegetable) Fresh fruit platter	Sandwich platter	Wrap platter
Topping/ fillings	Tzatziki dip	Tzatziki dip	No icing, cream or jam	Tuna, egg, chicken, cheese, tomato, lettuce and cucumber	Feta and avo, chicken strips and peppers, cucumber salsa, Roast veges, Grilled fish and cucumber salsa
Beverages	Water	Water	Water	Water	Water

3.2 Meals offered in canteens, cafeterias and coffee shops

In order to achieve the goals of this guide; workplace canteens, cafeterias and coffee shops should provide healthy meals at affordable prices. Healthier cooking techniques should be used and nutrition information be provided to promote healthy food choices. The menu options for lunch and platter meals provided in this guide are applicable to all cafeterias, canteens and coffee shops; however, additional menu options can be included. Assistance can be sought from a registered dietician to determine the total energy of the meal. Snacks and beverages provided should also meet healthy option recommendations.

3.3 Vending machines and kiosks

Vending machines and kiosks can be another way of making food available to employees. In paying attention to healthy eating, snacks and foods in vending machines and kiosks should meet the healthy option recommendations. It is therefore critical that the principles provided for in the guide are adopted.

Each vending machine must display the total energy content for each item as sold, clearly and visible, adjacent or in close proximity to each individual item or its selection button, using a font and format that is at least as prominent, in size, appearance and contrast, as that used to post either the name or price of the item and where it can be seen before the consumer selects items. Labelling should be consistent with the latest version of the Regulations relating to the Labelling and Advertising of Foodstuffs.

Table 9: Vending machines and kiosks options

	Recommended options	Not recommended
Beverages	Water, still or sparkling 100% fruit juice with no added sugar (max 250ml) Iced tea lite/diet/light soft drink (max 200ml)	Carbonated soft drinks, sweetened fruit juice blends, energy and sport drinks
Snacks	Unflavoured and low-salt popcorn Unsalted or low-salt pretzels Low salt whole-wheat crackers, Unsalted nut trail mix Unsalted nuts Baked corn crisps Mini rice/corn cakes Muesli or cereal bars Biltong (ostrich or game) Sugar free gums	Coated, iced or sugar laden snacks Sweetened (chocolate, caramel, choc chip) muffins Salted nuts Dry wors Biltong with fat
Dairy products	Low-fat UHT milk (200 ml) Unflavoured, low-fat/fat-free yoghurt	Full cream milk Flavoured low-fat yoghurt Ice-cream
Fruit	Dried fruit, fruit rolls, fruit bars (no added sugar) Fruit in tubs	



SECTION 4: REQUIREMENTS FOR FOOD PREMISES

4.1 Certificate of acceptability for food premises

Food premises should comply with all provisions as per legislation and be approved to operate by the relevant local authority. The premises may only operate provided a certificate of acceptability (COA) has been issued by the relevant local authority. This certificate is not transferrable between facilities and from one person in charge of food premises to another. A certificate of acceptability shall be displayed clearly and visible for the information of the public on the food premises in respect of which it was issued or a copy of the certificate should be made available on request.

Adequate natural or artificial lighting and ventilation should be provided throughout the establishment. Hand washing facilities with hot and cold water, a suitable hand-cleaning product and suitable hygienic means of drying hands, should be provided. Adequate separation between the food preparation area and ablution facilities should be maintained. Facilities should be provided for the storage of waste and inedible material prior to removal from the establishment. These facilities should be designed to prevent access to waste or inedible material by pests and to avoid contamination of food, potable water, equipment, building or roadways on the premises. First aid facilities should be provided in food premises as this is an accident-prone area.

4.2 Responsibilities of a person in charge of food premises

It is the responsibility of the person in charge to ensure that the premises have been issued with a valid certificate of acceptability and complies with all provisions of the applicable regulations. The person in charge should:

- ensure that any person working on the food premises is adequately trained in food hygiene and safe food handling
- ensure that food premises and any land used in connection with the handling of food and all facilities, compartments of vehicles and containers are kept clean
- goods or items that do not form an integral part of the operation and that have a negative effect on the general hygiene of the food premises free from any unnecessary/hazardous materials

4.3 Standards and requirements for the transportation of food

Food should be transported in appropriate containers (made of non-toxic material and thoroughly cleaned and disinfected), properly sealed and protected from outside contamination as well as providing insulation against loss or gain of heat. It is also important that food transportation should be designed to prevent access of pests. Where appropriate, particularly bulk transport, containers and conveyances should be designated and marked for food use only and be used only for that purpose.

4.4 Food safety

Large-scale catering operations are particularly hazardous because of the way food is handled. Therefore, general safety and hygiene requirements and practices concerning handling of food should be strongly adhered to in order to guarantee safety and suitability for their intended use. Food safety refers to the careful handling, storage and preparation of foods to reduce the risk of food poisoning. The risk of food poisoning can be reduced and even eliminated by implementing and observing proper hygiene control measures throughout the food chain. From production through to finished products, food should be stored at appropriate temperatures, for a specified time such that growth or development of food safety hazard will be minimized. Bacteria are most likely to multiply between 7°C (Degrees Celsius) and 60°C. This means that it is best to keep cold food cold and hot food hot. Annexure D provides suggestions to ensuring food safety.

4.5 General and personal hygiene

All food handlers have a responsibility to follow the health and hygiene requirements set out in the applicable regulations. Food handlers should be adequately trained in the hygienic handling of food and in personal hygiene so that they understand the precautions and demonstrate the necessary capacity to prevent contamination and protect food at all times.

Hands and forearms should be carefully washed with potable water and soap after use of the toilet or direct handling of fresh foods, such as meat, fruits and vegetables, and before handling prepared or semi-prepared foods.

Every person engaged in food handling should maintain a high degree of personal cleanliness; nails kept short and clean as well as hair completely covered.

Food handlers should at all times wear clean, suitable protective clothing including head covering. Gloves, if used in the handling of food products, should be maintained in a sound, clean and sanitary condition. The wearing of gloves does not exempt the food handler from washing hands thoroughly.

Food handlers should not wear rings or hand jewellery while handling food. All other jewellery should be well secured to avoid it accidentally falling into food

Persons preparing or handling food should refrain from behaviours/habits that can compromise food safety such as spitting, sneezing, coughing, smoking or chewing.

Care should be taken to ensure that no person, while known or suspected to be suffering from, or to be a carrier of a disease likely to be transmitted through food or while afflicted with infected wounds, skin infections, sores, or with diarrhoea, is permitted to work in any food handling area in any capacity in which there is any likelihood of such a person directly or indirectly contaminating food with pathogenic microorganisms.

Any person who has a cut or wound should not continue to handle food or food contact surfaces until the injury is completely protected by a waterproof covering which is firmly secured, and which is conspicuous in colour.

SECTION 5: MONITORING

5.1. Assesing current situation

To determine the effectiveness of initiatives on healthy meal provisioning, departments should conduct an employee needs assessment on a periodic basis. This will help to ensure that initiatives implemented are responsive to the needs of employees. Survey instruments and focus group sessions are examples of approaches to conducting a needs assessment. Once the responsible individuals have a good understanding of the guide, it is time to assess the current situation with regard to food and beverage provision at all points including vending machines, on-site and off-site catering in order to start putting plans to change the food environment in line with the guide.

5.2. Monitoring

Once the range of food and beverage items offered for purchase at catering operations reflects the recommendations in the guide, it is time to focus attention on monitoring the impact changes. Implementing the guide involves a series of steps including phasing in healthier options, while reducing less healthy choices. This may be an opportunity to review and streamline the menu, and tailor choices to customer preferences. A checklist has to be developed to ensure ordering of healthy meals and beverages. Refer to **Annexure E** for example of check list.

It is important to seek feedback from the employees on a range of issues related to satisfaction with the menu. New ideas and suggestions for change should be invited and other activities to maintaining the momentum will include; regular committee meetings, liaising with caterers and ongoing promotion and communication.

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ANNEXURES

Annexure A

Stakeholders and their responsibilities

Stakeholders	Responsibilities
Senior Management	✓ Support the implementation and promotion of healthy food and beverages in accordance with the guidelines
Directorates in the Department of Health Food Control , Environmental Health and municipalities	✓ Advise on nutrition standards, food safety standards ✓ Assist in sample testing of food to ensure safety, advise on accreditation/certification of acceptability for food premises, inspection of food premises and capacity building for catering operations regarding safe food handling
Nutrition	✓ Advise on nutritional analysis of menus, sensitise role players on healthy eating
Health Promotion	✓ Create awareness by promoting healthy eating messages
Supply Chain Management	✓ Assist in the identification and selection of service providers who meet requirements for procurement of healthy food and beverages ✓ Develop specifications for service providers ✓ Keep suppliers and distributors on the database informed about the guidelines and any planned changes
Support/administrative staff	✓ Ensure that foods and beverages served in the workplace are healthy and meet the specifications
Employee Wellness	✓ Create awareness by promoting healthy eating messages
Workers Unions	✓ Ensure worker involvement and participation in the development and implementation of the guide
Catering Committee	Co-ordinate and support the implementation and promotion of healthy food and beverages in accordance with the guidelines. Tasks may include: ✓ develop a strategy for communicating aspects of the guidelines to staff and visitors by conducting information sessions for staff and managers ✓ feature the guidelines, information about the guidelines, general nutrition information and links to websites that have more information, in newsletters ✓ develop an action plan for the implementation of the guide ✓ encourage communication between the different but relevant groups regarding implementation ✓ identify and use vendors who provide healthier foods and beverages

Annexure B

Healthy eating messages:

Enjoy a variety of food

- include foods from two or more food groups at each meal

Make starchy food part of most meals

- fortified maize meal and bread provide extra vitamins and minerals
- include whole grains

Fish, chicken, lean meat or eggs could be eaten daily

- choose fish with fatty flesh (pilchards, sardines, mackerel and salmon)
- use lean meat, remove fat and skin from chicken and limit use of cheese and processed meat, e.g. polony and sausages are high in salt and fat

Eat plenty of vegetables and fruit every day

- include dark green leafy vegetables and yellow or orange fleshed vegetables and fruit

Eat dry beans, split-peas, lentils and soya regularly

- these foods should be eaten at least two to three times per week

Have milk, maas or yoghurt every day

- use low fat or skim milk or maas and low fat yoghurt preferably. Limit the use of milk with added sugars

Use salt and food high in salt sparingly

- use very little salt at a time during cooking or at the table. Seasoning salts, stock cubes, soup powders commercial salad dressings, yeast extracts and processed meat are high in salt

Use fat sparingly; choose vegetable oils rather than hard fats

- use a little fat at a time and choose fat or oils such as tub margarine or sunflower, canola or olive oil

Use sugar and food and drinks high in sugar sparingly

- a small amount can be added to food and drinks. Sweetened soft drinks contain around 10 teaspoons sugar or more per can

Drink lots of clean, safe water

- children and adults need 6 – 8 glasses of fluids per day

Be active!

- exercise for at least 3-5 times a week for 20-50 min

Annexure C

COOKING METHODS

Cooking method	Description
Bake	To cook in the oven. Food cooks slowly with gentle heat, causing the natural moisture to evaporate slowly
Baste	To brush or spoon liquid over meat during roasting. This adds flavour and prevents drying out. Use fat-free liquids such as water, wine or lemon juice
Blanch	To boil briefly. After 30 seconds in boiling water, plunges the vegetable or other food into ice water to stop the cooking. This keeps it tender-crisp
Boil	To cook food in heated water or other liquid, like broth, that is bubbling vigorously
Braise/stew	To cook food slowly using heat from an oven or stovetop with a little bit of liquid, usually water or brothBraising tenderizes the meat and enhances flavour
Grill	To cook food on a rack directly over a heat source
Poach	To immerse in simmering liquid over direct heat. This is a good method for cooking fish
Steam	To cook over boiling water in a covered pan. This helps keep foods' shape, texture and nutritional value intact
Stir-fry	Stir-fry: to cook small pieces of meat and vegetables quickly over very high heat with continual stirring, usually in a wok

Annexure D

SOME SUGGESTIONS TO ENSURE THAT FOOD SAFETY CONCERNS ARE MET:

Keep clean

- wash your hands before handling food and often during food preparation
- wash your hands after going to the toilet
- wash and sanitize all surfaces, utensils, chopping boards and equipment used for food preparation with hot soapy water, rinse and dry before re-using
- protect kitchen areas and food from insects, pests and other animals

Separate raw and cooked food

- separate raw and cooked foods to prevent cross contamination
- use separate utensils such as knives and cutting boards for handling raw foods such as meat
- store food in containers to avoid contact between raw and prepared foods

Cook food thoroughly

- cook food thoroughly, especially meat, poultry, eggs and seafood
- bring foods like soups and stews to boiling to make sure that they have reached 70°C
- for meat and poultry, make sure that juices are clear, not pink
- re-heat cooked food thoroughly

Keep food at safe temperatures

- do not leave cooked food at room temperature for more than 2 hours
- refrigerate promptly all cooked and perishable food (preferably below 5°C)
- keep cooked food piping hot (more than 60°C) prior to serving. Serve hot food hot and cold food cold
- do not store food too long even in the refrigerator. Store food as directed on the packaging
- do not thaw frozen food at room temperature. Defrosting of frozen foods especially meat should be done in a refrigerator and cooked immediately after thawing. Do not re-freeze thawed foods.

Use safe water for washing food and raw materials (food)

- use safe water or treat it to make it safe
- Select fresh, do not buy and use food that has expired or has reached its sell-by-date or food with damaged packaging
- wash fruits and vegetables thoroughly, especially if eaten raw
- do not use food beyond its expiry date

Annexure E

Checklist for ordering food and beverages for meetings and events

1.	Did you include a variety of foods?		
•	Wholegrain/high fibre starchy foods	Yes	No
•	Cooked Vegetables and salads	Yes	No
•	Lean meat, poultry or fish options	Yes	No
•	Fresh fruit (whole or fruit pieces)	Yes	No
2.	Did you order vegetarian options as per special requests?	Yes	No
3.	Did you include these beverages?		
	Water, still or sparkling	Yes	No
	Coffee	Yes	No
	Tea	Yes	No
	(no fruit juices and fizzy/carbonated drinks should be ordered)		
4.	Are the meal options and /or platters overall lower in fat, sugar and salt?	Yes	No
5.	Have you ensured that the catering company understands your needs? (the caterers understanding of healthy options maybe inaccurate/inadequate).	Yes	No
6.	Have asked the catering company to deliver the food shortly before the required serving time? This will ensure food is not kept at room temperature for long periods compromising food safety.	Yes	No

Meals Checked Specifications checked by: .....
Date: .....

Authorised by: .....
Date: .....

NOTES





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