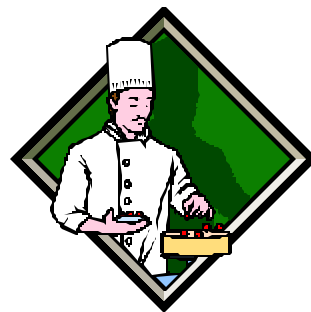


Healthy Eating Guidelines for Workplaces

Make the best choices available when choosing foods and beverages for your employees and for business and educational functions.

1. Caterer/Food Supplier

- Choose a reputable caterer/food supplier.
- Talk to the caterer about your wishes. Be specific. Offer recipes that meet your needs.
- Let the caterer know you prefer Ontario products.
- Ask the caterer if you can make last minute adjustments in the quantities ordered if people cancel at the last minute.



2. Food Safety

- Ensure food is delivered just prior to serving time. Foods should be either hot (over 60 degrees C) or cold (4 degrees C or less) at the time of delivery.
- Serve food within 30 minutes of delivery.
- Ensure food is not left out in the danger zone (between 4 degrees C and 60 degrees C) for more than 2 hours. Refrigerate all leftovers immediately.

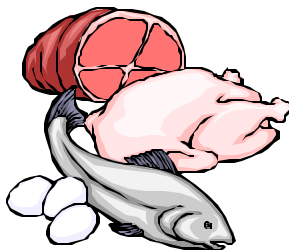
**Food left out at room temperature for more than 2 hours should be discarded.*

3. Foods Brought From Home

Keep it HOT (over 60 degrees C) or at refrigeration temperature (4 degrees C) until serving.

High Risk Foods:

- Meats and meat dishes
- Poultry and poultry dishes
- Fish and seafood dishes
- Gravies and stews
- Cream or egg-based sauces
- Salads- egg, tuna, meat
- Soft cheeses, dairy products
- Sandwiches- egg, tuna, meat and chicken



High risk foods require careful monitoring of TIME and TEMPERATURE limits as well as PROTECTION from contamination to ensure food poisoning bacteria do not have an opportunity to grow.

Low Risk Foods:

- Muffins and tea biscuits
- Bread and rolls
- Fruit pies
- Cakes without a dairy or egg-based icing or filling
- Fruits and vegetables

Low risk foods also require protection from contamination but they do not require special care with respect to time and temperature.



4. Preparation On-Site

Take these precautions if on-site preparation occurs:

- WASH YOUR HANDS with hot, soapy water
- CLEAN AND SANITIZE all work surfaces, utensils, cutting boards, trays, etc.
- STORE high risk foods in the refrigerator once prepared.
- CONTACT the Public Health Inspection Department for cleansing and disinfecting tips regarding the on-site food preparation facility.

5. Preparation and Cleanup

1. WASH ALL TABLES FOR FOOD SERVICE WITH HOT WATER AND SOAP using clean wiping cloths. Store wiping cloths in a 1:10 bleach/water solution at all times to prevent bacterial growth.
2. After service, WASH all tables with hot water and soap.
3. CLEAN UP THE KITCHEN- tables, counters, dirty dishes.

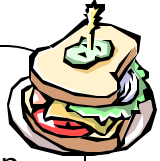
6. Donating Unused Food

Unused food can be donated only if the food has been stored properly.

7. Main Dishes

- Look for meatless dishes such as pasta with a low fat sauce like tomato sauce.
- Choose leaner meats, fish, poultry and vegetable dishes that are grilled, broiled, roasted or steamed instead of fried, as well as dried peas, beans and lentils.
- Try to limit the size of main course items.

8. Sandwiches



- Ask for sandwiches on an assortment of whole grain breads and rolls.
- Have a variety of lower fat sandwich fillings such as lean roast beef, turkey, chicken, ham, pastrami, low fat cheeses, or tuna or salmon salad made with a low fat mayonnaise. Include vegetarian fillings.
- Ask for sandwiches made with little or no mayonnaise, butter or margarine.

9. Salads

- Ask for dips made with lower fat plain yogurt or light sour cream.
- Choose lower fat salad dressings or have salad dressing served on the side.
- Choose more dark green and orange vegetables and orange fruits.
- Ensure fruits and vegetables are washed well.

10. Breakfast

Offer foods such as fresh fruit; whole grain breads, a variety of lower fat muffins; hot or cold whole grain cereal; poached, soft-boiled or hard-boiled eggs; or lower-fat cheeses or yogurt.



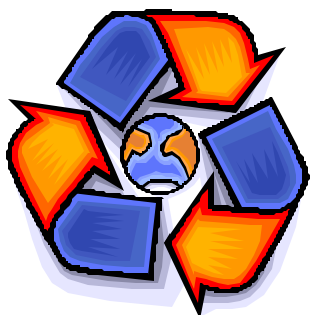
11. Beverages

- Have lots of water.
- Offer pure fruit juice as well as the usual coffee and tea.
- Offer 2%, 1% or skim milk for drinking and provide milk instead of cream for coffee and tea.
- Offer caffeine-free coffees/herbal teas.
- Offer caffeine-free/sugar-free sodas.



13. Minimize Waste and Recycle

- Use china, glass and flatware rather than disposable products if available.
- Use recyclable, disposable products when proper dishwashing facilities are not available.
- Choose moderate portion sizes and order just enough food for the number of people attending.



12. Desserts/Snacks

- Offer fresh fruit or a fruit salad. Emphasize Ontario seasonal fruits- order a basket of Ontario apples!
- Offer vegetables with lower fat dips.
- Choose lower fat yogurt.
- Ask for a variety of lower fat muffins, whole grain cookies, angel food cake or fruit crisp.

14. Smoke-free Environment

- State that meetings and special events will be smoke-free when held off-site.
- Choose smoke-free restaurants where possible when planning breakfast/lunch/dinner meetings.
- Check out the Eat Smart! Dining Guide at www.tbdhu.com for a list of qualifying restaurants and those that are 100% smoke-free.

For further information, please call Nutrition Services at (807) 625-5900. **N-168**

Adapted from Region of Hamilton-Wentworth, Social & Public Health Services Division. Distributed by the Thunder Bay District Health Unit, October 2002.