



# Slip-Resistant Overshoes and Insoles Order Process

## Overview

This document provides guidance on the process for placing an order for overshoes and insoles.

## When to Provide Overshoes

Overshoes/CrewGuards must be provided to anyone working in a slippery environment without assigned footwear (e.g., employees that are temporarily without shoes, new/temporary/student employees, volunteers, visitors, etc.). The program encourages all units to always have a few pairs of overshoes on hand for this purpose.

## When to Provide Insoles

Insoles should be supplied to address specific physical needs, complement anti-fatigue mats, or serve as an alternative where these mats can't be used. Insoles can also be provided to incentivize the consistent use of slip-resistant footwear by enhancing comfort and minimizing wear to the original insole.

## Who Can Order

Overshoes and insoles can only be ordered by Authorized Purchasers.

## Ordering Limits

- There are NO limits to the number of overshoes or insoles that can be ordered.
- There are NO limits to how often overshoes or insoles can be ordered.
- There are NO limits to how often insoles can be replaced for employees.

## Instructions for Ordering

### Using the Order/Track Page

1. From the Slip-Resistant homepage, select **Order/Track**
2. Select **Tracker** in the top menu, then **Group Trackables**
3. Search by unit name or number
4. Select **SR Max** or **Shoes for Crews\*** in the top right corner



5. Select **Overshoes** to be redirected to the appropriate supplier site in a new browser window (Note: Insoles will also be found using the Overshoes link in step 5)
6. Place orders on the supplier sites using current procedures

*\*To view options from the other supplier, repeat steps 1-4.*