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.*