Slip-Resistant
Standard Footwear Order Process

Overview
This document provides guidance on the process for placing a standard footwear order.

Who Can Order
Eligible employees can order shoes every 6 months. Standard footwear can be ordered by the following authorized purchasers:

- Primary Authorized Purchaser
- Additional Authorized Purchaser
- Local EHS Liaison(s)
- UCOP EHS Administrator(s)
- Individual Employees (if their unit allows self-purchasing)

Important: An employee must be added to their unit’s employee roster by their Authorized Purchaser before an order can be placed.

Instructions for Ordering
Authorized Purchasers & EHS Personnel

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 Standard to be redirected to the appropriate supplier site in a new browser window
6. Place footwear orders on the supplier sites using current procedures

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

Using the Status Page
1. From the Slip-Resistant homepage, select Status
2. Search by unit name or number
3. Select the “Order Shoes” icon under the “Actions” header
4. Select **SR Max** or **Shoes for Crews** in the top right corner
5. Select **Standard** to be redirected to the appropriate supplier site in a new browser window
6. Place footwear orders on the supplier sites using current procedures

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

**Individual Employees**

If you've been notified that you are eligible to order your shoes, follow the instructions below:

1. Log in to Slip-Resistant at [https://app.riskandsafety.com/slipresistant](https://app.riskandsafety.com/slipresistant) OR use the link provided in the email if you received an email notification
2. From the Slip-Resistant homepage, select **Order/Track**
3. Select the **Order** dropdown menu to the far right (If you don’t see “Order”, contact your Authorized Purchaser* for purchasing)
4. Select **SR Max** or **Shoes for Crews** to be redirected to the appropriate supplier site in a new browser window
5. Place footwear orders on the supplier sites using current procedures

*If you don’t know who your Authorized Purchaser is, reach out to your supervisor.
**To view options from the other supplier prior to placing an order, repeat steps 1-4.*