

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-1.1.11**

**DATE: 10/09/13**

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**SUPERSEDES: 01/22/13**

**SUBJECT: SAFETY MANAGEMENT**

**AUTHORITY: TEXAS GOVERNMENT CODE ANN. §§ 493.001, 493.006 (b)**

**PURPOSE:** To provide information regarding resources and establish areas of responsibilities for the implementation of safety management procedures.

**PROCEDURE:**

**I. APPLICABLE RESOURCES AND EXPECTATIONS**

- A. The Texas Department of Criminal Justice–Parole Division (TDCJ-PD) is committed to providing a safe environment and work conditions for all staff. In all matters relating to occupational and fire safety, Parole Division policies and procedures shall adhere to recognized occupational safety codes including procedures established in:
  - 1. TDCJ Risk Management Program Manual
  - 2. TDCJ-PD Emergency Planning Manual
  
- B. No employee shall knowingly be exposed to known occupational safety hazards. Compliance with established safety practices is the responsibility of all Parole Division staff. The TDCJ Risk Management Department will establish an appropriate mechanism for the identification, timely correction, and elimination of violations, hazards, and deficiencies.
  
- C. All TDCJ-PD buildings, whether owned or leased, shall have an annual fire safety inspection conducted by the authority having jurisdiction or other qualified person(s).

## II. OVERALL RESPONSIBILITY

- A. Deputy Directors, Region Directors, and Section Directors shall assign management within their area of responsibility to oversee and implement the Departmental Risk Management Program as noted in the TDCJ Risk Management Program Manual. The TDCJ Risk Management Central Office will provide technical assistance in matters relating to Risk Management.
- B. Human Resources has the overall responsibility to ensure that new hires are aware of all Federal safety policies during the new hire orientation. Section and Region Directors within the Parole Division have the overall responsibility of ensuring compliance to all safety regulations.
- C. Section and Region Directors shall ensure that all employees receive annual training in the TDCJ-PD Emergency Planning Manual.

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