

## Pathways to accessing HSW advice

There are a range of ways staff can use to seek information and advice from the HSW Advisory Team. HSW has a central email address staff can use if they are unsure where to direct an inquiry. This should be used for general or non-urgent matters – [hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au). However, should you know where to direct your enquiry or request you should call or email the HSW staff member directly.

All HSW staff have their name and contact details provided on the HSW webpage, [see here](#). All staff have their mobile phone numbers listed in the University phone directory and divert their desk numbers to these when they are away from their workstation.

There is also a range of specifically drafted advice that can be located on the HSW Webpage for Supervisors ([see here](#)) and the general University Community ([see here](#)).

Should you have any difficulties accessing HSW advice, please contact the HSW Advisory Team manager, Paul Roberts.

## Location of the HSW Team

There are currently 4 staff permanently located in Ingkarni Wardli on the first floor. See the red X in the picture below.



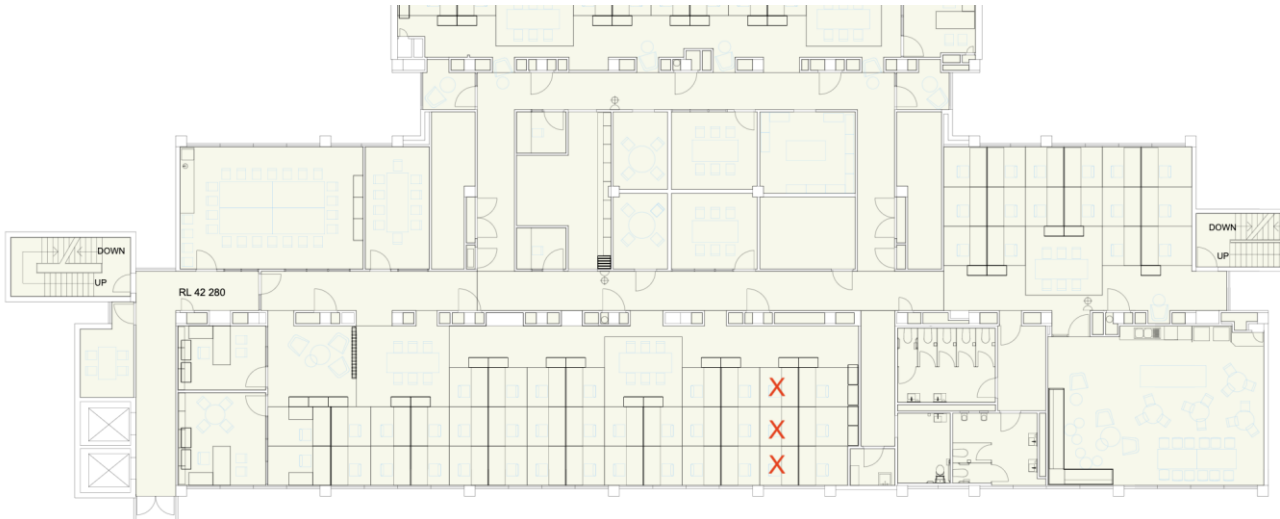
Map 1 Ingkarni Wardli level 1

Staff from the HSW Advisory team will also be routinely (weekly) visiting Roseworthy and Waite using the hot desk booking system and located in the Eastwick or AFW East buildings.

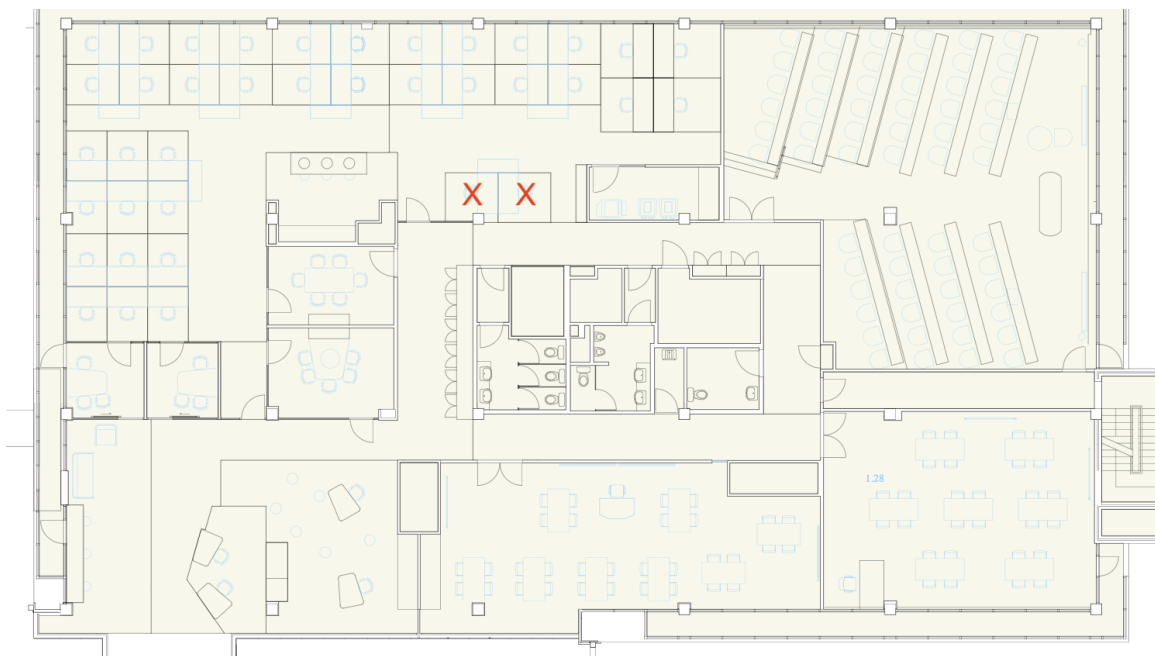
The Advisory Team will always endeavour to let key staff at Roseworthy and Waite know when they are coming out so you can make use of their time during the day. All HSW Advisory Team member make use of Outlook Calendar and can be sent meeting requests if there is a specific issue that needs discussion and advice.

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The remaining five staff are in Helen Mayo North and Marjoribanks buildings. See the red X in the pictures below.



Map 2 - Helen Mayo Level 3



Map 3 - Marjoribanks level 1

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