

Clutter in the workplace often creates more than an eyesore—it can get in the way of safety. Stacks of paper, boxes, trash, and other items that collect throughout the work area can be fire hazards and can even block safe exits. The importance of an orderly workplace and its role in keeping hazards to a minimum are explained.

**Tone: Actuality**

**Answers: 1. C, 2. B, 3. C, 4. A, 5. D, 6. Discussion**